



MONTHLY REPORT

March 2018

PRESENTED BY
THE CITY MANAGER'S OFFICE

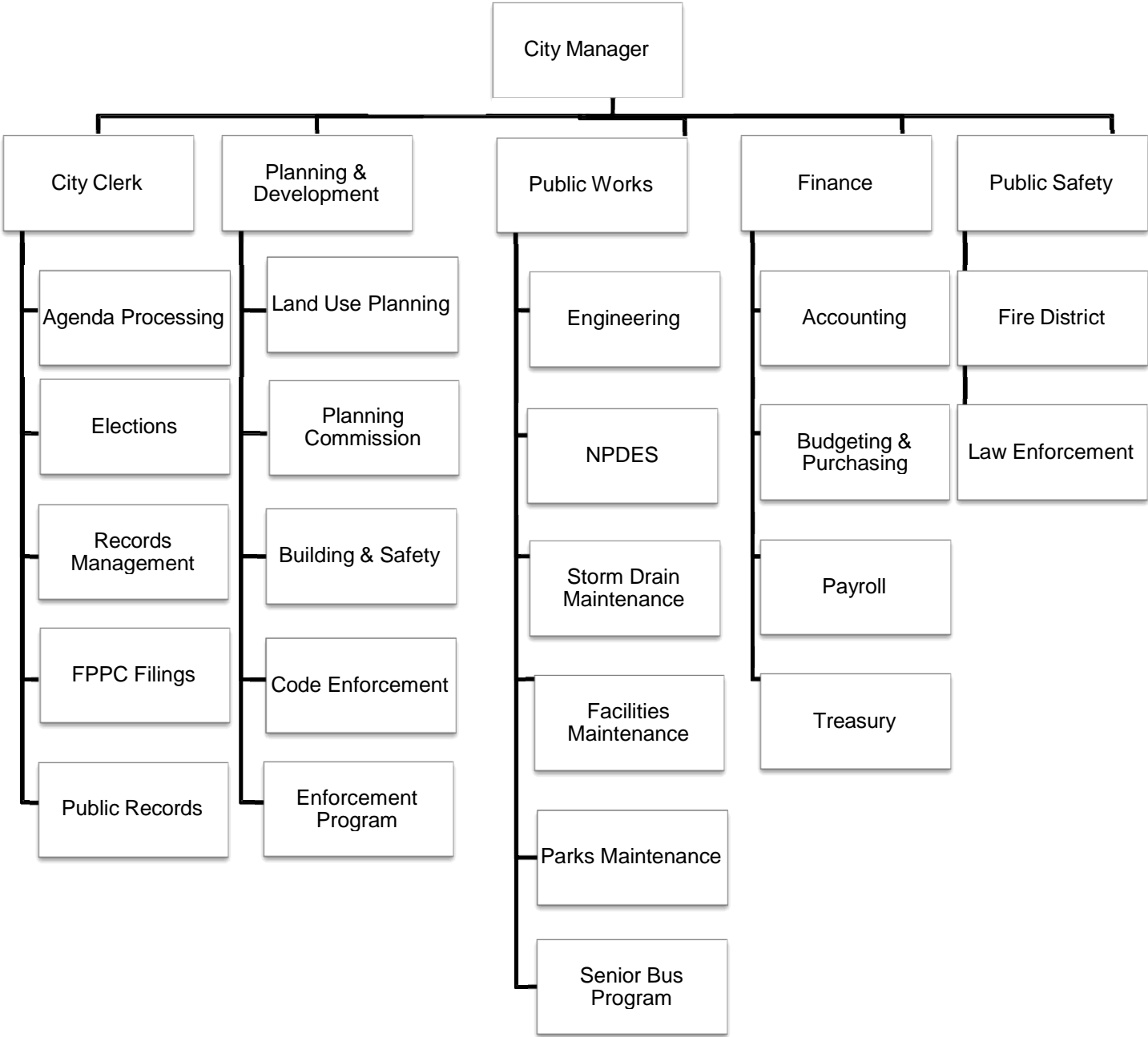
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CITY MANAGER

Organization Chart



City Clerk

- Agenda Processing
 - Elections
- Records Management
 - FPPC Filings
 - Public Records

DATE: May 11, 2018

TO: G. Harold Duffey, City Manager
City Manager's Office

FROM: Debra Thomas, City Clerk

SUBJECT: **MARCH 2018 CITY CLERK MONTHLY REPORT**

This monthly report is presented to the City Manager to keep him informed of the activities and responsibilities within the City Clerk's Department.

The City Clerk's Office is staffed with two (2) positions that include the City Clerk and its Office Specialist. The primary responsibilities for this department are Council Support Services, Records Management, Administrative Processing, Board Administration and Election Services. Each of these functions require a collaborative effort between the department staff to ensure that all components within the process are completed from origin to file. As the official records manager for all City documents it is imperative that this process be accurate to ensure the preservation of the City's history.

AGENDAS/POSTINGS

The City Clerk is responsible for preparing agendas and postings for all City Council Regular and Special Meetings, as well as for the Oversight Board (OB), Housing Authority and Successor Agency to the Community Redevelopment Agency.

The total number of agendas processed for the month of March is two (2), spending a total of nineteen (19) hours preparing agenda packets together with delivery and producing 472 pages.

AGENDA PROCESSING/POSTING				
MONTH	Regular Meeting	Special Meeting	OB Meeting	Totals
July	2	0	0	2
August	2	0	0	2
September	2	1	0	3
October	2	0	0	2
November	1	1	1	3

December	1	0	0	1
January	2	0	1	3
February	2	1	0	3
March	2	0	0	2
Total Processed	16	3	2	21

RESOLUTIONS & ORDINANCES

The City Clerk is responsible for the security of all official City records including Resolutions. Additionally, it is the City Clerk's responsibility to ensure those Resolutions are executed, certified and published, when appropriate.

Additionally, the City Clerk is responsible for ensuring all City Council Ordinances presented to Council have been certified and made available for review by the public. The City Clerk must coordinate with the local adjudicated newspaper to publish Ordinance summaries for its first and second readings.

The number of Resolutions and Ordinances processed for the month of March are six (6) Resolutions and five (5) Ordinances for a grand total of eleven (11) processed for signature and certification.

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTIONS	ORDINANCES	MONTHLY TOTALS
July	4	1	5
August	3	0	3
September	3	3	6
October	3	0	3
November	4	0	4
December	2	2	4
January	2	0	2
February	1	0	1
March	6	5	11
Total Processed	28	11	39

RECOGNITION ACTIVITY

Its purpose is to recognize individuals, groups and events of significance to the Grand Terrace community by the issuance of Certificates, Recognition, Acknowledgment and Commendation Pins. It is the responsibility of the City Clerk to ensure that all signatures of City Council are obtained on the document, coordinate attendance at Council meetings for the individual, group or event representative to accept the recognition, as well as prepare Council with all necessary information to present the recognition if presentation will be held at another venue.

For the month of March 2018, the fifteen (15) recognitions were prepared on behalf of City Council.

Month	Certificate of Acknowledgment w/Pin	Certificate of Recognition w/Pin	Commendation w/Pin	In Memoriam Adjournments	Certificate of Participation	Proclamation	Total
July	0	2	0	1	0	0	3
August	0	0	2	1	0	0	3
September	0	44	0	4	0	1	49
October	0	2	1	0	1	0	4
November	0	2	0	0	0	0	2
December	0	0	0	0	0	0	0
January	0	2	1	1	34	3	41
February	0	5	0	0	0	0	5
March	0	12	0	3	0	0	15
Total Processed	0	69	4	10	35	4	122

CONTRACTS AND AGREEMENTS PROCESSED

The City Clerk works closely with the City Council and is responsible for processing follow-up documentation. Management of these documents include contracts and agreements and it is the responsibility of the City Clerk to obtain signatures, distribute originals, log, scan and file.

For the month of March 2018, Council approved five (5) agreements which three (3) originals of each agreement were sent to the contractor/consultant for signature. All were returned to the City signed and circulated for signature in-house and are now on file with the City Clerk's department.

CONTRACTS & AGREEMENTS PROCESSED	
July	2
August	2
September	5
October	6
November	8
December	1
January	7
February	1
March	5
Total	37

RECORDS REQUESTS

The City Clerk's office received twelve (12) Requests for Copies of Public Records for the month of March 2018. Nine (9) requests were completed within the Government Code Section 6253(c)'s requirement of ten (10) calendar days, with three (3) requests needing an extension. The total number of pages provided in response to those requests were 293 pages with two (2) letters to Requestor advising there were no records responsive to the request.

RECORDS REQUEST SUMMARY						
Month	Requests Received	Carried Over from Previous Month	Completed Within 10 Days	Completed with 14-Day Extension	# of Pages Provided	Letter to Requestor – No Records
July	7	4	5	3	10	3
August	16	0	9	7	199	5
September	5	2	4	1	95	0
October	9	1	7	0	22	1
November	7	3	7	0	13	1
December	6	0	5	1	7	1
January	16	0	15	1	49	3
February	9	1	9	0	166	4
March	12	1	9	3	293	2
Total Requests	75	12	70	16	854	20

CUSTOMER SERVICE – TELEPHONE CALLS

The City Clerk is responsible for receiving and responding to inquiries and external customer service requests, communicating, coordinating and responding to internal department requests, external agency cooperation and legislative bodies.

For the month of March 2018, the City Clerk’s office responded to 259 telephone calls from residents, contractors, vendors, consultants and in-house customer service assistance to City staff.

TELEPHONE CUSTOMER SERVICE	
July	N/A
August	N/A
September	133
October	289
November	268
December	201
January	299
February	277
March	259
Total Calls	1,726

HISTORICAL & CULTURAL COMMITTEE ACTIVITY

The Historical and Cultural Activities Committee preserves the history of Grand Terrace and facilitates cultural activities for the benefit of all citizens in the City. The City Clerk serves as a liaison facilitating communication between the committee and City Manager and City Council, maintains the committee minutes of its proceedings and provides support for the Annual Art Show, Country Fair and City Birthday Party.

	# Hours/ Sept	#Hours/ Oct	#Hours/ Nov	#Hours/ Dec	#Hours/ Jan	#Hours/ Feb	#Hours/ Mar	Total
Committee Meeting	1.0	2.0	2.0	1.75	1.5	1.0	1.75	11.0
Emails with Committee Members	.5	0	0	0	0	0	0	.5
Written Correspondence with Committee Members	.5	.5	.5	.5	.5	.5	.5	3.5

Telephone Calls with Committee Members	1.0	1.5	.75	2.0	0	.25		5.5
Telephone Calls with Vendors	.25	.5	.25	0	0	0	.5	1.5
Emails with Vendors	.25	0	0	0	0	.25	.25	.5
City Birthday Party Prep & Attendance	0	0	3.0	5.0	0	0		8.0
Art Show Prep & Attendance	0	0	0	0	0	0		0
TOTAL # HOURS	3.5	4.5	6.5	9.25	2.0	2.0	3.0	30.5

COMMITTEES/COMMISSIONS

The City Clerk is responsible for maintaining Appointed Committee/Commission Rosters and ensuring that all information is current and up-to-date for each. Listed below are the number of current Appointed City Committees/Commissions, including the number of alternates and vacancies that may exist:

COMMITTEES/COMMISSIONS			
	# OF MEMBERS	# OF ALTERNATES	# OF VACANCIES
Emergency Operations Committee	5	2	0
Historical & Cultural Activities Committee	7	0	0
Oversight Board	7	0	1
Planning Commission	5	0	0
Parks & Recreation Committee	5	0	0

CITY CLERK CURRENT PROJECTS:

Electronic Document Management System

In July 2017, the City Clerk's office sent out an RFP for an Electronic Document Management System and in that same month received three (3) proposals.

Proposals were reviewed by Staff and on September 12, 2017, the proposals were presented to the City Council for approval and the contract was awarded to Complete Paperless Solutions (CPS) who installed Laserfiche Avante Electronic Content Management System.

A conference call was coordinated with Onsite Computing and CPS on September 28, 2017 to discuss the implementation of the software and when the migration would begin. Begin date for implementation was scheduled in October 2017.

After some analysis of the City's server, and due to its age, it was determined that the server needed to be upgraded by no later than 2018-2019.

On November 9, 2017, Onsite Computing upgraded the City's server to a virtual server so that Laserfiche could stand alone. This ensured the program would not slow down any of the City's other systems. Additionally, a separate license was purchased for Microsoft, due to the changeover to Microsoft Office 365, which will run the Laserfiche program. The program installation was completed November 27, 2017.

In December, we provided CPS with the City's Retention Schedule to create the City's file repository. CPS' conversion of the retention schedule to work with the Laserfiche program was completed at the end of February 2018 and the City Clerk's office is reviewing that repository to identify those categories that need to be set up in its own unique way; i.e. year, alpha, street name, APN#. That review should be completed within the next week or two. The revised repository shall then be sent back to CPS to complete the repository installation for the City. Once the final repository is complete, CPS will work with the City Clerk's office to determine which categories will be placed on the website for public access.

CPS has installed security and content to the server. Training was held for support staff on March 1, 2018.

CPS will implement the requested changes to the file structure and complete the process by June 1, 2018.

City Manager's Office

- City Manager's Office
 - Human Resources
 - Senior Center

DATE: May 9, 2018

TO: G. Harold Duffey, City Manager
City Manager's Office

FROM: Cynthia Fortune, Assistant City Manager

SUBJECT: **July – March Monthly Services Report**

This monthly report is presented to the City Manager to keep the City Manager and the Policy Makers informed of the activities within the City Manager's Office and programs administered by the office to meet service demands. The tasks and projects identified within the monthly report represent programs administered by the City Manager's Office. The projects identified in this report do not represent the City Manager's Office's larger policy and fiscal oversight. Reports on those issues are presented to the Council in separate and distinct reports. The attached monthly report addresses the City Manager's Office administration of the following activities:

- Human Resources
- Senior Center
- Finance (currently ACM is Acting Finance Director)
- IT and Communications

OUR MISSION

To preserve and protect our community and its exceptional quality of life through thoughtful planning, within the constraints of a fiscally responsible government.

OUR VISION

Grand Terrace is an exceptionally safe and well managed City, known for its natural beauty and recreational opportunities; a vibrant and diverse local economy; a place where residents enjoy an outstanding quality of life that fosters pride and an engaged community, encouraging families to come and remain for generations.

HUMAN RESOURCES

Mission:

It is the mission of human resources to support the organization in meeting its mission and goals through one of its most valuable resources - its PEOPLE.

Values:

Develop

An attitude of teamwork and quality in our day-to-day operations and create an atmosphere that fosters camaraderie, fellowships, challenges, and safety.

Increase

Participation in City and community activities while seeking knowledge, enthusiasm and an improved quality of life for ourselves, co-workers and the community.

Respect

Team member values that may be different from our own and accept responsibility for promoting ethical and legal conduct in personal and business practices.

Communicate

In a candid and fair manner with the diverse workforce from whom our City derives its strength.

CORE SERVICES

1. Hiring the most qualified employees by: pre-planning staffing needs, ensuring an effective internal interview process, increasing company visibility in the employment marketplace, identifying the best and most cost-effective recruitment sources, and conducting thorough reference checks.
2. Properly balancing the needs of the employees and the needs of the organization.
3. Ensuring a diverse workforce in a safe and discrimination/harassment free environment by: maintaining compliance with employment laws and government regulations, providing management and employee training, and developing policies and procedures.
4. Providing training and development in areas of: effective leadership and career development of employees, employment law and government regulation, and litigation avoidance.
5. Retaining our valued employees by: assuring effective leadership qualities in our managers; providing competitive wages and benefits; furnishing technical, interpersonal and career development training and coaching; conducting exit interviews and supplying relevant feedback to management; and enhancing two-way communication between employees and management.

TABLE 1
Recruitment Activity

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Recruitments Initiated	3	1	0	3	1	0
Recruitments in Progress	4	4	4	1	1	0
Recruitments Pending	4	1	1	1	1	0
Applications Received/Processed	38	85	32	34	20	0
New Hires Processed	1	1	1	1	0	1
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Recruitments Initiated	0	2	0	1		
Recruitments in Progress	0	0	0	1		
Recruitments Pending	0	0	0	0		
Applications Received/Processed	0	70	0	6		
New Hires Processed	0	0	0	0		

TABLE 2
Personnel Change Activity

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
New Hire Transactions	1	1	1	0	1	1
Other Change Transactions	37	7	0	0	0	0
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
New hire Transactions	0	0	0	1		
Other Change Transactions	0	0	0	0		

TABLE 3
Employee Job Performance Activity

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Evaluations Processed	4	1	1	0	0	0
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Evaluations Processed	2	2	3	3		

TABLE 4

Benefits Activity

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Employee Changes/Inquiries	40	6	10	20	1	1
ADP Change Transactions	35	10	22	20	2	2
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Employee changes/Inquiries	0	0	1	0		
ADP Change Transactions	0	0	0	0		

*July data is high number due to the end of City provided child care services and transfer of Child Care employees to Family Service Association (FSA).

**September data is high due to the benefits open enrollment period (setup and processing).

***October changes are due to October being the benefit enrollment period.

SENIOR CENTER

Mission:

To provide recreational, educational and social activities for the seniors in the community and to enrich our seniors lives through friendship, activities, education and nourishment.

Core Values:

Seniors are recognized as a valuable asset.

Seniors have the opportunity to contribute and expand their talents and knowledge. Seniors

strengthen our community and benefit personally by their involvement.

Seniors have access to a full spectrum of services, including social, emotional, educational and recreational opportunities appropriate to their unique needs and interests.

Seniors are treated respectfully and with dignity. Senior

of all economic circumstances are served.

TABLE 1

Senior Center Activities - **(This table has been updated to better reflect seniors attendance in programs & activities beginning in Jan-2018.)**

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Nutrition Program (# of meals served)	-	-	493	571	553	482
Exercise Classes	12	13	12	4	10	11
Karaoke Singing	2	2	3	2	2	4
Arts and Crafts Classes	3	5	4	10	7	7
Trips to Walmart/Stater Bros & Ross	2	3	2	9	6	6
Special Events/Trips*	7	4	2	7	7	6
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Nutrition Program (# of meals served)	482	454	499	566		
Exercise Classes	12	11	10			
Karaoke Singing	2	2	2			
Arts and Crafts Classes	7	7	7			
Monthly Summary Attendance (Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)	410	650	893	925		

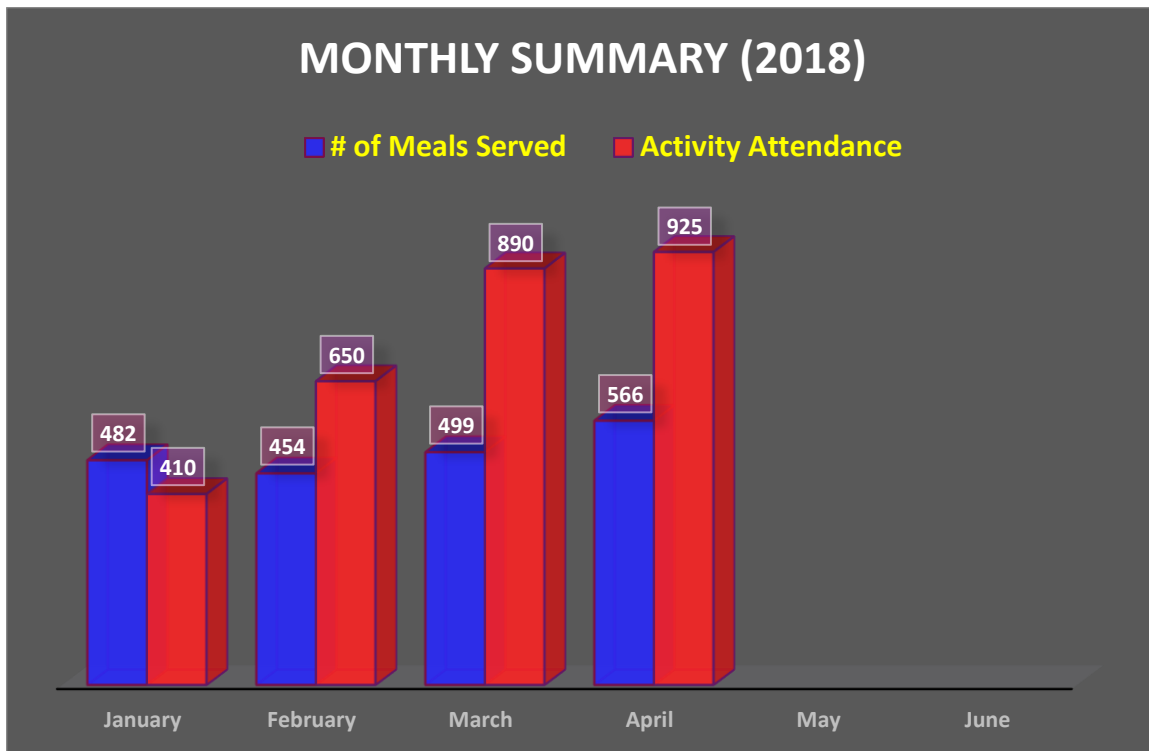


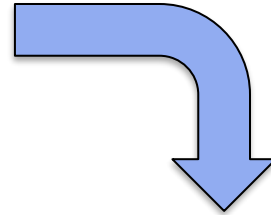
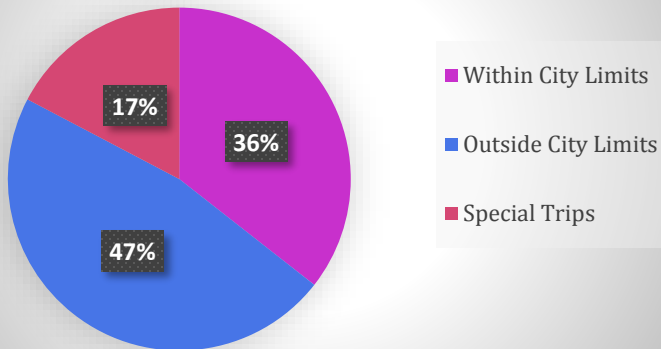
TABLE 2
 Senior Center Blue Mountain Silver Liner
 # of Passengers

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Within City Limits (Senior Center, Stater Brothers, Library)	49	38	30	17	24	20
Outside City Limits (Walmart, 99cent store, Ross)	41	6	16	36	16	23
Special Events/Trips	0	26	20	30	33	25
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Within City Limits (Senior Center, Stater Brothers, Library)	17	32	30	0		
Outside City Limits (Walmart, 99cent store, Ross)	25	31	42	0		
Special Events/Trips	9	22	27	0		

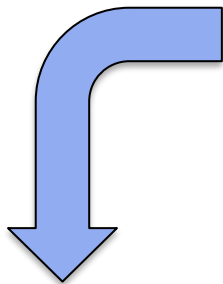
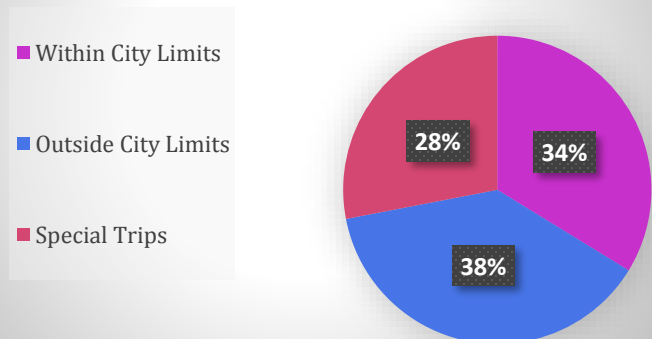
TABLE 3
of Rides

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Within City Limits (Senior Center, Stater Brothers, Library)	95	72	53	33	45	37
Outside City Limits (Walmart, 99cent store, Ross)	62	11	31	69	30	45
Special Events/Trips	0	52	10	77	51	49
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Within City Limits (Senior Center, Stater Brothers, Library)	37	53	60	0		
Outside City Limits (Walmart, 99cent store, Ross)	49	60	84	0		
Special Events/Trips	18	44	54	0		

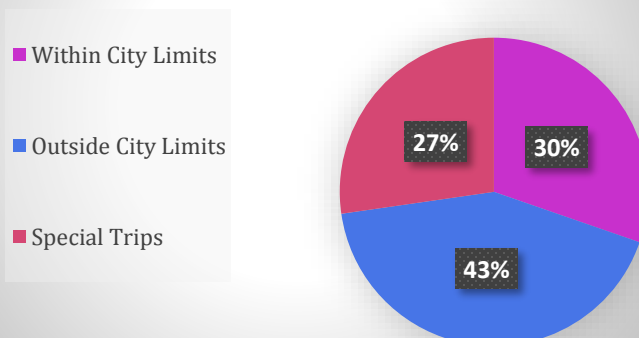
January Rides



February Rides



March Rides



FINANCE

Mission:

To efficiently and effectively manage the City's finances, preserve its assets by conforming to the highest ethical standards, implement sound internal controls, and provide meaningful, timely, and accurate financial reporting.

Values:

Transparency (Accessibility of Information):

The Finance Department will ensure openness, clarity and comprehensibility when providing reliable, relevant and timely financial information to the public.

Integrity (Reliability on Information Provided):

The Finance Department commits adherence to the highest ethical standards. The financial services provided will be honest, fair, and unbiased.

Quality (Commitment to Excellence):

The Finance Department will deliver financial services expeditiously and provide valuable support services to other departments and the community.

Teamwork (Mutual Respect and Cooperation):

The Finance Department will work together collaboratively with others, recognize the role and contribution each person makes, and provide assistance as necessary to achieve the City's 2030 Mission, Vision and Goals.

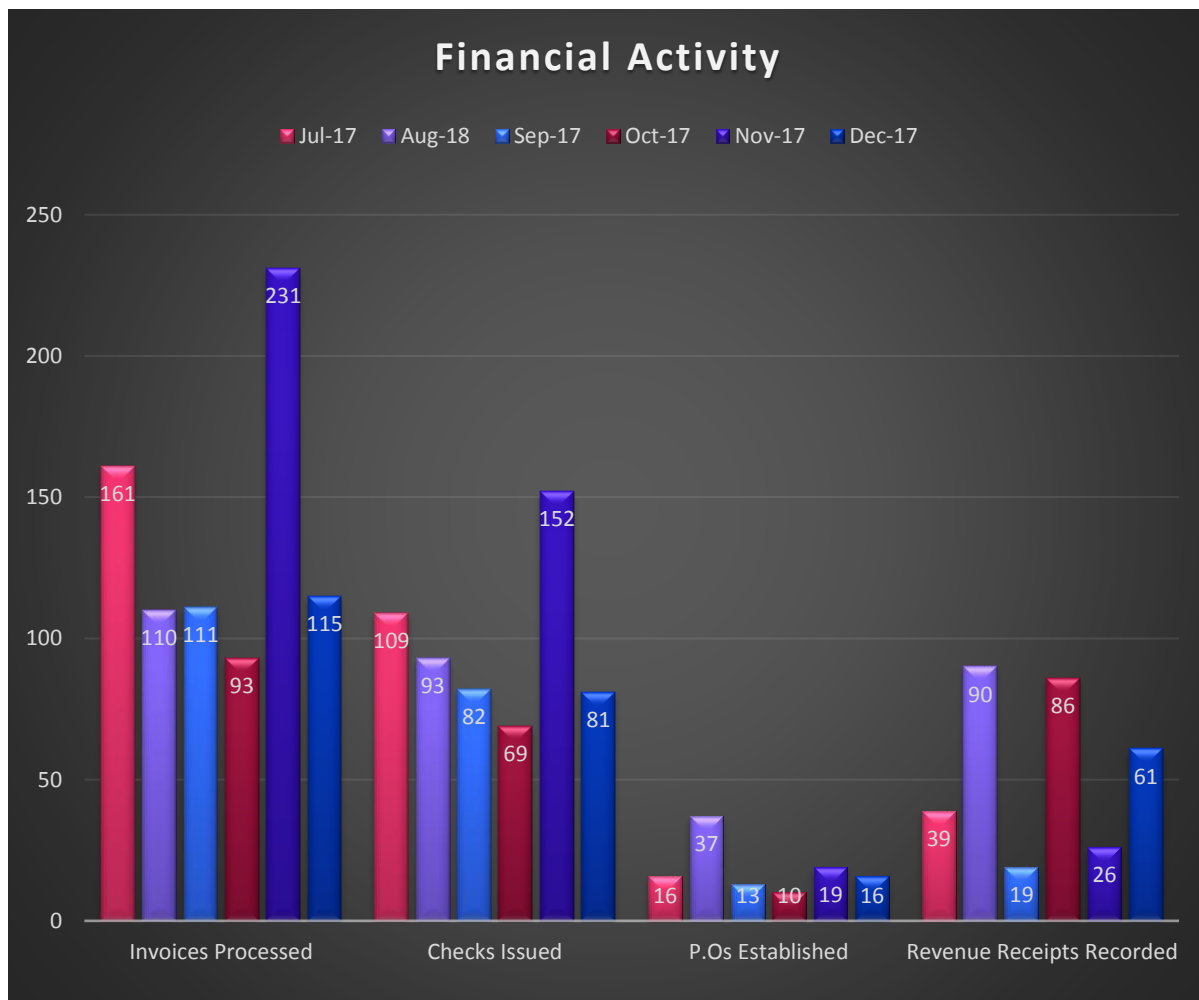
CORE SERVICES

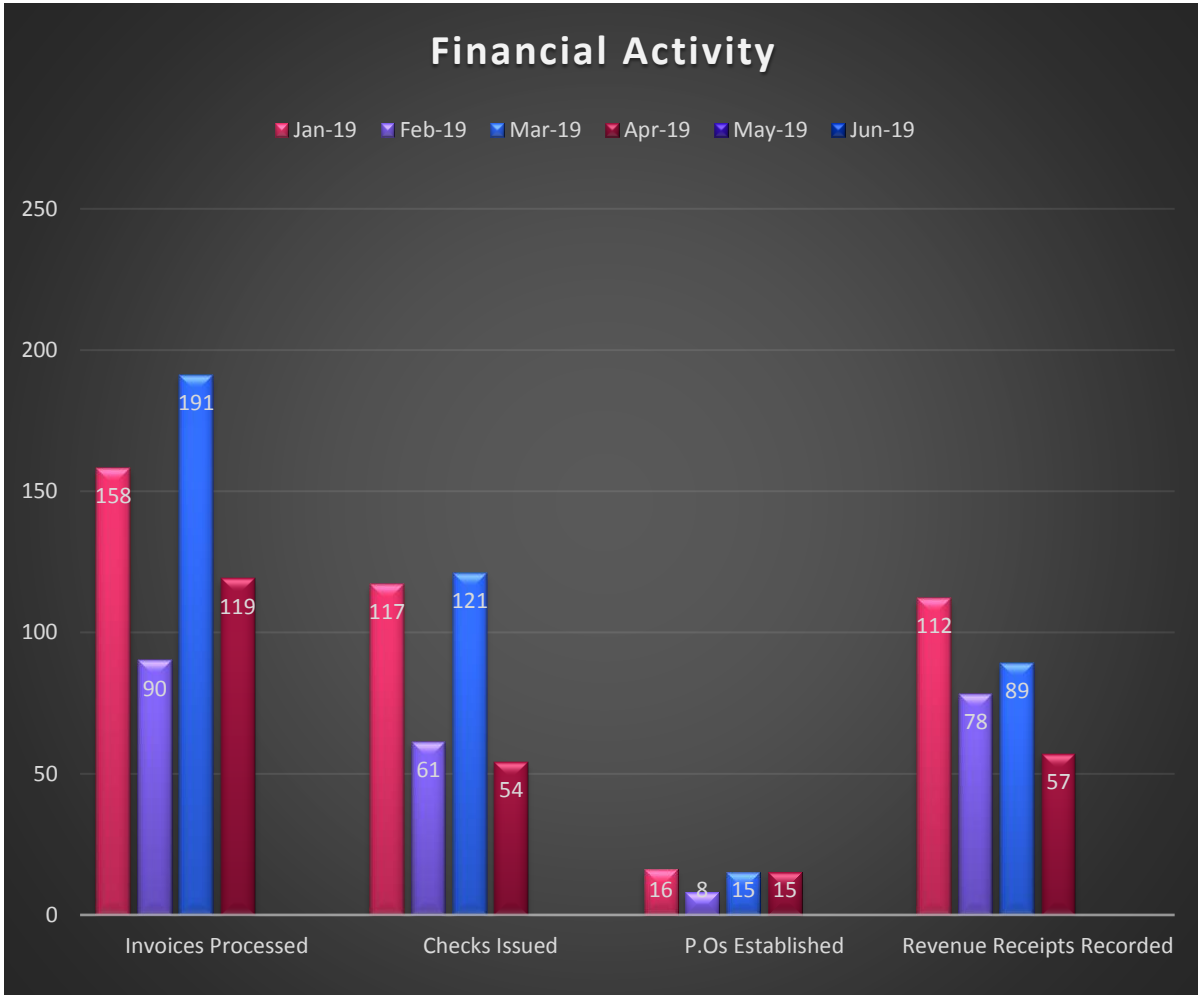
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

1. Disbursements – to facilitate timely and accurate payments of the City's financial obligations which includes vendor payments, employee and resident reimbursements, and payroll.
2. Financial Reporting – to provide accurate and meaningful reporting on the City's financial condition through the City's monthly and annual financial reports.
3. Purchasing – to authorize the purchase of quality products in a cost-effective manner.
4. Revenue and Treasury Management – to bill and collect revenue while providing cost-effective financing, investments and cash collection of the City's resources to enhance the City's financial condition.

TABLE 1
Financial Activity

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Invoices Processed	161	110	111	93	231	115
Checks Issued	109	93	83	69	152	81
Purchase Orders Established	16	37	13	10	19	16
Revenue Receipts Recorded	39	90	19	86	26	61
Description	Jan-2019	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Invoices Processed	158	90	191	119		
Checks Issued	117	61	121	54		
Purchase Orders Established	16	8	15	15		
Revenue Receipts Recorded	112	78	89	57		





FINANCIAL REPORTS SUBMITTED TO CITY COUNCIL:

Monthly:

1. Check Register; and
2. General Fund Monthly Financial Report (revenues less expenditures).

Quarterly:

1. Business License Report; and
2. Treasurer's Report (current cash flow and fund balance); and
3. 1st Quarter, Mid-Year and Year-end Financial Reports (General Fund).

Annual:

1. Audited Annual Financial Reports for the following:
 - a. City – all Funds;
 - b. Measure I – Fund 20;
 - c. Air Quality Management District (AQMD) – Fund 15; and
 - d. Housing Authority- Fund 52.

COMMUNICATIONS

Mission:

To develop, implement and provide comprehensive internal and external communications for the City and its community.

Core Services:

Plan, organize and disseminate timely and accurate information and promote awareness of City operations, services, programs, projects, events, and issues to the community.

Promote and provide positive and proactive media relations for the City. Disseminate news materials in a timely manner.

Initiate and write press releases, public service announcements, articles and websites for media distribution.

Maintain and improve the City's website for distributing mass media information under various situations.

Table 1

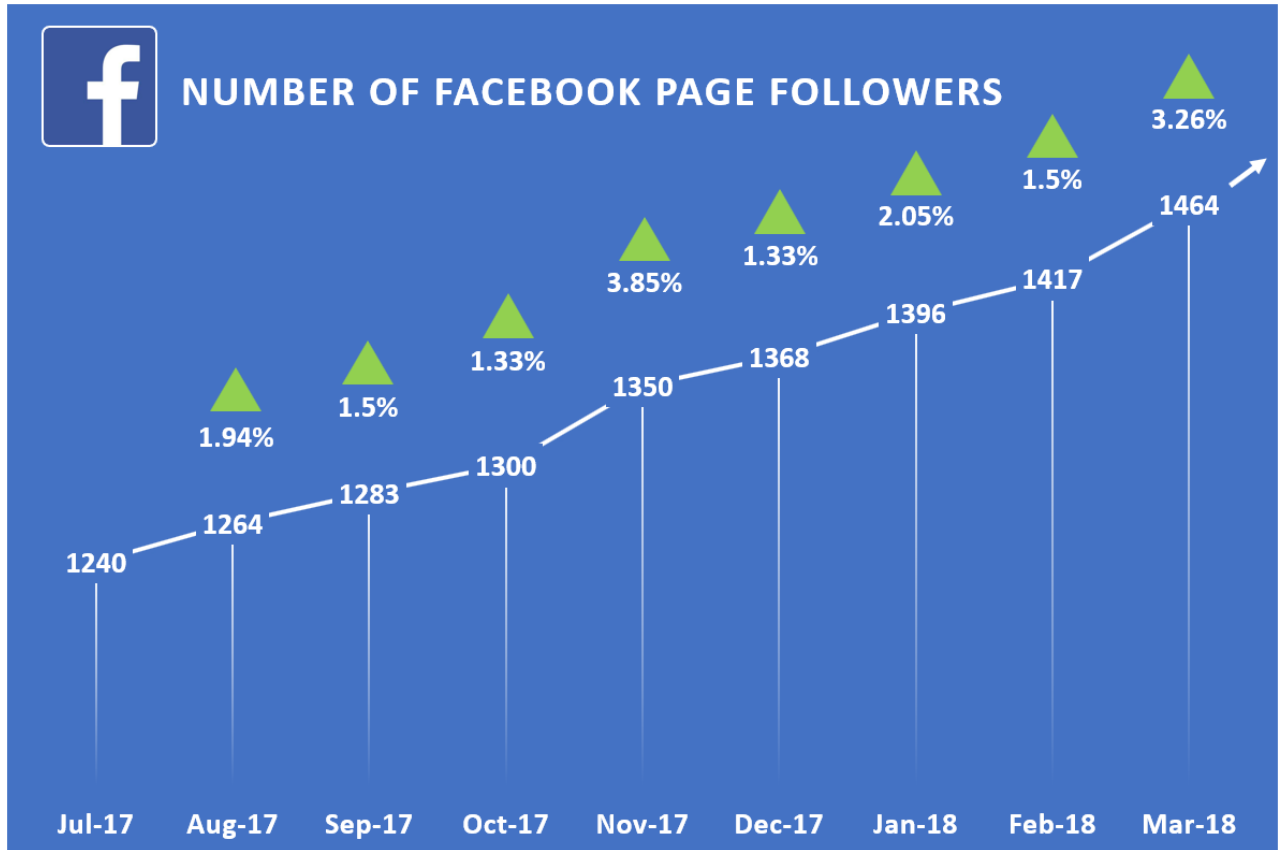
2017 City Communications Data:						
Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	-	2	34	36	34	35
Activities/Items Added to Slideshow	3	5	3	2	2	-
Channel 3:	Jan	Feb	Mar	Apr	May	Jun
City Council Meeting Replays	31	14	45	60		
Activities/Items Added to Slideshow	3	2	6	2		

* Note: Equipment Non-functional in July & August

Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	20	16	21	27	29	13
Total Reach	No Data	12,889	18,793	34,472	12,693	7,111
Total Engagement	No Data	969	1,313	2,926	1,748	1,204
Page Followers	1,240	1,264	1,283	1,300	1,350	1,368
New Page Followers	29	24	19	17	50	18
Facebook	Jan	Feb	Mar	Apr	May	Jun
Posts	17	19	46	33		
Total Reach	7,948	11,711	23,150	21,042		
Total Engagement	1,188	1,433	4,587	7,825		
Page Followers	1,396	1,417	1,464	1,502		
New Page Followers	28	21	47	38		

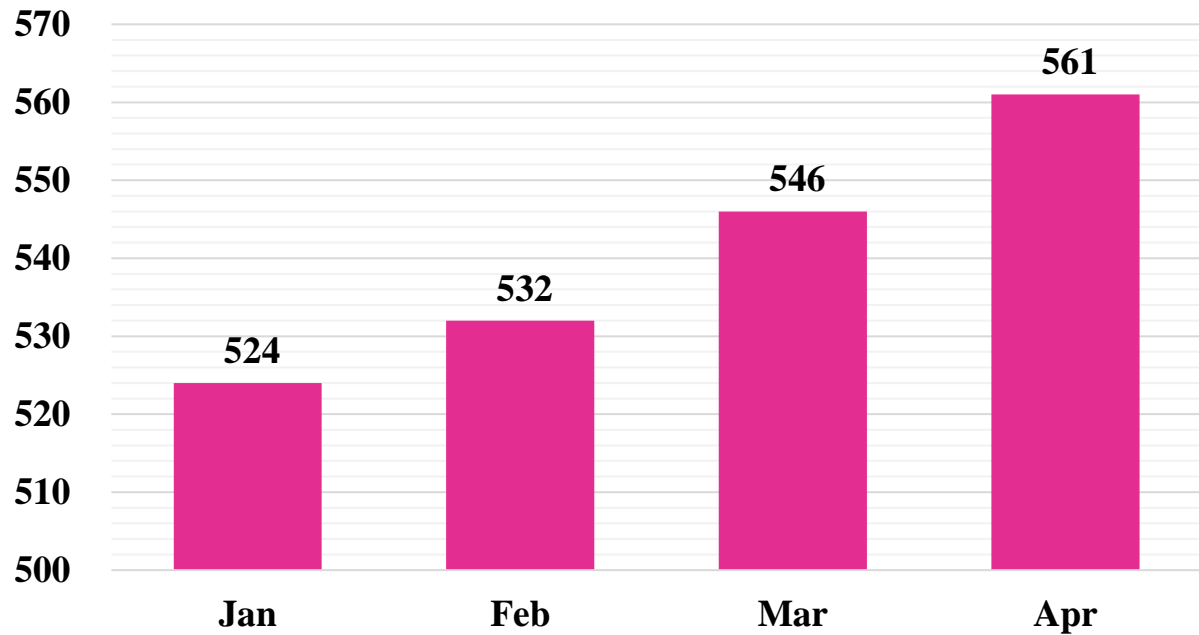


NUMBER OF FACEBOOK PAGE FOLLOWERS



Eblast	Jul	Aug	Sep	Oct	Nov	Dec
Number of E-newsletters Distributed	13	4	3	5	4	6
Number of Subscribers	505	504	508	507	520	524
Change in Subscribers	-6	-1	4	-1	13	4
Number of E-newsletters Opened	1,424	531	322	658	477	726
Eblast	Jan	Feb	Mar	Apr	May	Jun
Number of E-newsletters Distributed	8	7	4	2		
Number of E-newsletters Opened	1,055	897	476	426		
Number of Subscribers	524	532	546	561		
Change in Subscribers	-	12	14	15		

Number of Eblast Subscribers



Twitter	Jul	Aug	Sep	Oct	Nov	Dec
Tweets	17	9	11	16	8	10
Impressions	5,310	3,227	3,016	3,614	3,691	3,808
Followers	126	132	137	143	145	146
New Followers	6	5	4	6	2	1
Twitter	Jan	Feb	Mar	Apr	May	Jun
Tweets	13	16	31	24		
Impressions	9,784	7,917	8,789	5,233		
Followers	153	158	170	176		
New Followers	7	5	12	6		

YouTube	Jul	Aug	Sep	Oct	Nov	Dec
Video Uploads	5	2	3	4	2	2
Video Views	113	45	97	63	67	66
Subscribers	53	53	53	54	54	54
Change in Subscribers	-	-	-	1	-	-
YouTube	Jan	Feb	Mar	Apr	May	Jun
Video Uploads	3	2	2	2		
Video Views	139	60	203	64		
Subscribers	54	54	117	119		
Change in Subscribers	-	-	63	2		

Blue Mountain Outlook	Jul	Aug	Sep	Oct	Nov	Dec
Full Page Ad, Inside Back Cover	1	1	1	-	-	-
1/4-Page Ad	-	-	-	1	1	-
4-Page Insert	-	-	-	-	-	-
Blue Mountain Outlook	Jan	Feb	Mar	Apr	May	Jun
Full Page Ad, Inside Back Cover	-	1	-	-		
1/4-Page Ad	-	-	-	-		
4-Page Insert	-	-	-	1		

City News	Jul	Aug	Sep	Oct	Nov	Dec
Featured (Front Page Article and Image)	-	-	-	1	-	-
Articles	-	-	2	-	-	-
1/2-Page Ad	-	-	-	-	-	-
1/4-Page Ad	-	1	-	2	-	-
City News	Jan	Feb	Mar	Apr	May	Jun
Featured (Front Page Article and Image)	-	1	1	-		
Articles	-	1	-	-		
1/2-Page Ad	-	-	-	1		
1/4-Page Ad	-	1	1	-		

AM 1640	Jul	Aug	Sep	Oct	Nov	Dec
Advertisement of City Events	-	-	-	-	1	-
AM 1640	Jan	Feb	Mar	Apr	May	Jun
Advertisement of City Events	-	1	-	-		

Burrtec Newsletter	Jul	Aug	Sep	Oct	Nov	Dec
Bi-Monthly Newsletter	-	1	-	-	-	-
Burrtec Newsletter	Jan	Feb	Mar	Apr	May	Jun
Bi-Monthly Newsletter	-	1	-	-		

5 Most Popular City Facebook Pages	By % of Pop.
1) Twentynine Palms	18.36%
2) Apple Valley	17.62%
3) Grand Terrace	12.09%
4) Yucca Valley	11.50%
5) Ontario	9.16%

* Reach refers to the number of unique people to have seen a post's content.

** Engagement refers to interactions with a post, such as post clicks, Likes, Comments or Shares.

*** Impressions refers to the number of times a tweet has been seen.

Planning & Development

- Land Use Planning
- Planning Commission
 - Building & Safety
 - Code Enforcement
- Enforcement Program



City of Grand Terrace

Planning and Development Services Department

DATE: May 14, 2018

TO: G. Harold Duffey, City Manager
City Manager's Office

FROM: Sandra Molina, Planning and Development Services Director
Planning and Development Services Department

SUBJECT: **MARCH 2018 PLANNING AND DEVELOPMENT SERVICES MONTHLY REPORT**

This monthly report is presented to the City Manager to keep him informed of the activities within the Planning and Development Services Department, comprised of Planning, Building and Safety, and Code Enforcement.

OUR MISSION

To preserve and protect our community and its exceptional quality of life through thoughtful planning, within the constraints of a fiscally responsible government.

OUR VISION

Grand Terrace is an exceptionally safe and well managed City, known for its natural beauty and recreational opportunities; a vibrant and diverse local economy; a place where residents enjoy an outstanding quality of life that fosters pride and an engaged community, encouraging families to come and remain for generations.

PLANNING DIVISION

Planning and Building and Safety Core Services

- Permit New Businesses
- Permit Alterations to Existing Uses
- Zoning Code & General Plan Administration
- RDA Dissolution
- Planning Commission
- Building Permit Issuance
- Building Plans Review & Inspections

The Planning Division is budgeted for one full time Director and one full time Assistant Planner. Both positions are filled and together constitute a minimum of 320 monthly service hours.

Activity Summary for Planning

Planning Counter Requests for Information: 72

Planning Phone Calls Received: 60

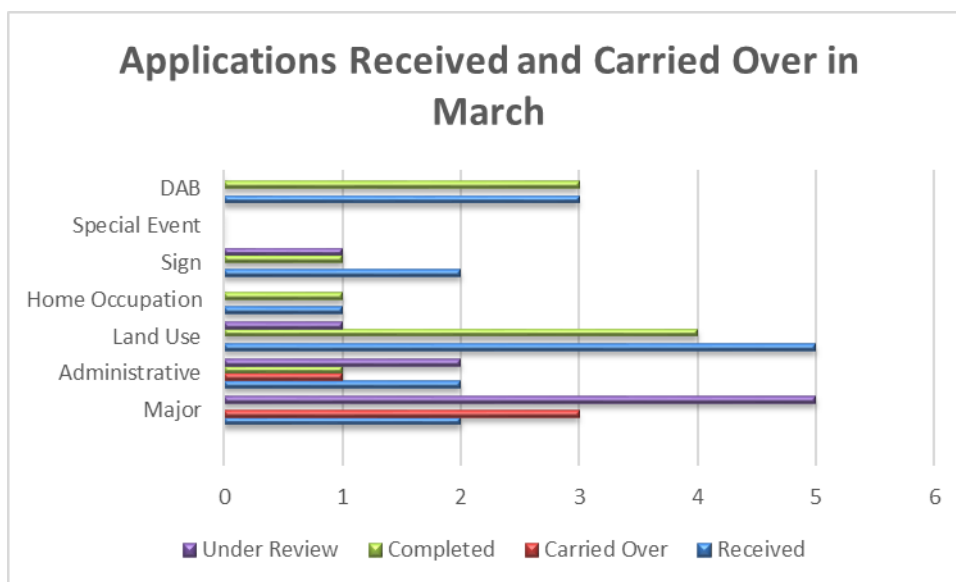
Planning E-mails Received/Answered: 228

Application Summary

The Planning Division received 15 new applications in March; 4 were carried over from the previous month, and action was taken on 10 of them. Minor applications such as a new business, a patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger additions over 500 square feet or second dwelling units are handled administratively by staff with noticing, and those projects that are either new development or exceed the Director's administrative authority are handled as Major Permits and are reviewed by the Planning Commission. Home occupation permits are for home based business, such as consulting, housekeeping, and small craft businesses.

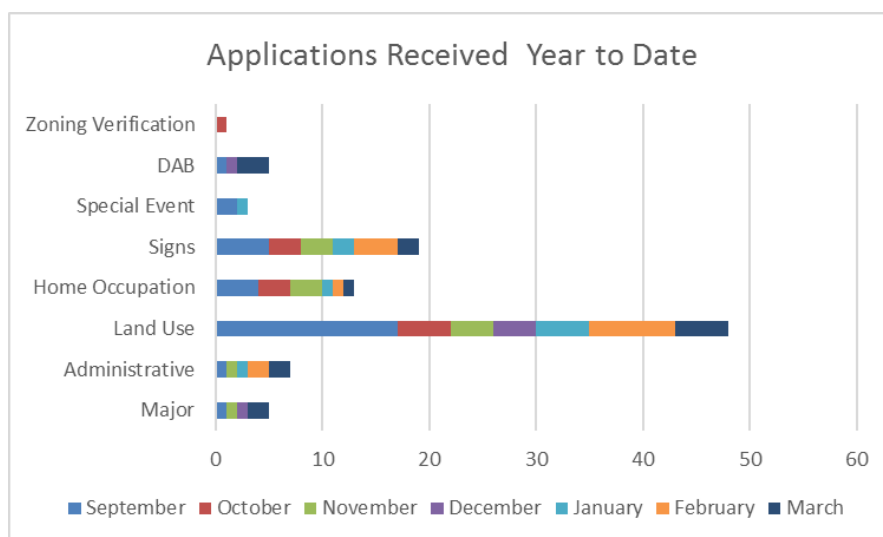
Application Summary for March 2018

Applications	Number Received	Carried Over	Completed	Under Review
Major	2	3	0	5
Administrative	2	1	1	2
Land Use	5	0	4	1
Home Occupation	1	0	1	0
Sign	2	0	1	1
Special Event	0	0	0	0
DAB	3	0	3	0
Total	15	4	10	9



Permits Issued

Type of permits	Applications Received Year to Date									
	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan	Feb	Mar	Total
Major	0	2	1	0	1	1	0	0	2	7
Administrative	1	2	1	0	1	0	1	2	2	10
Land Use	10	6	17	5	4	4	5	8	5	64
Home Occupation	2	8	4	3	3	0	1	1	1	23
Signs	2	9	5	3	3	0	2	4	2	30
Special Events	0	2	2	0	0	0	1	0	0	5
DAB	0	4	1	0	0	1	0	0	3	9
Zoning Verification	0	0	0	1	0	0	0	0	0	1



Major Applications - Site and Architectural Review

Date Submitted	Case No.	Applicant	Description	Location	Status
3/27/2018	SA 18-04 E 17-10	Lewis Development	Residential Project (707 Homes)	1167-151-22, 68, 71, 73, 74, 75	Incomplete on 3/27/2018
3/6/2018	SA 14-06-A2 E 18-03	Joab Jerome	Single Family Residence and Second Dwelling Unit	11832 Burns Avenue	Incomplete on 3/30/2018
11/15/2017	SA 17-10 E 17-09	Todd Kessler	Single Family Residence	23400 Westwood St.	Incomplete on 12/8/2017

Major Applications – Specific Plan

Date Submitted	Case No.	Applicant	Description	Location	Status
12/8/2017	SP 17-01 E 17-10	Lewis Development	Specific Plan	East side of the 215 Fwy	Revised draft March 2018. EIR work being performed

Major Applications – Conditional Use Permit

Date Submitted	Case No.	Applicant	Description	Location	Status
9/17/2017	CUP 17-08 E 17-07	National Logistics Team	Recycling Pallets	21496 Main Street	Incomplete on 10/18/2017 & 2/27/2018.

Administrative Applications

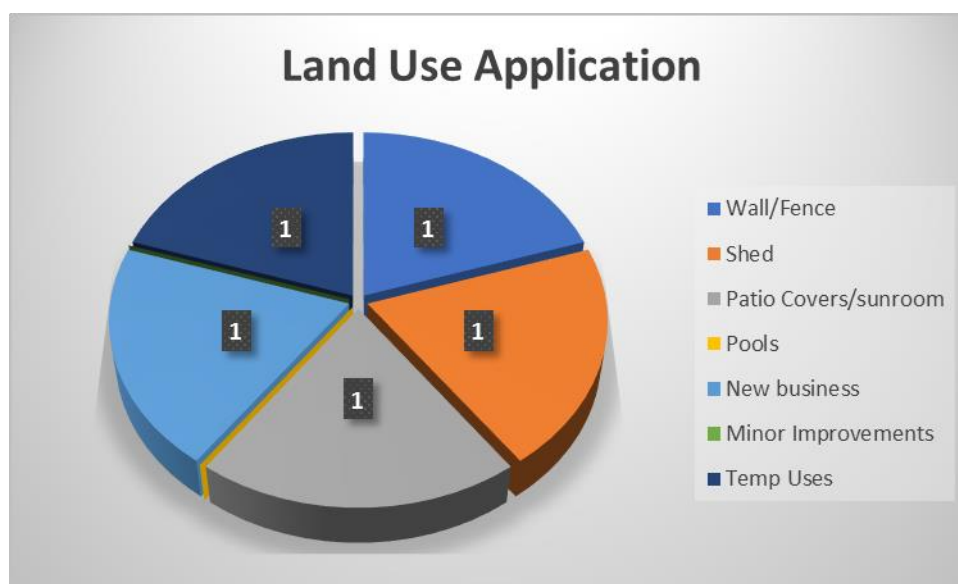
Date Submitted	Case No.	Applicant	Description	Location	Status
3/12/2018	ASA 18-03 ACUP 18-02 E 18-04	Andrew Buchen	Existing Wireless Antenna Upgrades	22080 Commerce Way	Under Review
3/1/2018	ASA 13-02-A1 E 18-02	Indian Health Clinic	Healing Garden and Parking	11980 Mount Vernon	Under Review
4/14/2017	ASA 17-05 ACUP 17-04 E 17-01	Verizon Wireless	Backup Diesel Generator	22745 De Berry Street	Revised drawings received 3/7/2018

Land Use Review

Date Submitted	Case No.	Applicant	Description	Location	Status
3/29/2018	LU 18-18	Paul Moreno	Sheds (2) 10 x 12 and (1) 8x8	22268 Napa Court	Approved
3/28/2017	LU 18-17	Arilles Miller	Block Wall (Slump Stone)	22240 De Berry Street	Approved
3/21/2018	LU 18-16	Tenco	Patio Cover (10 x	22248 Emerald	Approved

		Construction	19)	Street	
3/15/2018	LU 18-15	Maria Ortiz	Fireworks Sale	22201 Barton Road	Deemed Complete
3/16/2018	LU 18-14	Miguel's Jr.	Trailer (Hiring Event)	22219 Barton Road	Approved

Land Use applications are the most predominant application that the Planning Division processes. The table below shows the types of activities that were approved with a Land Use application in March 2018.



Home Occupation Permits

Date Submitted	Case No.	Applicant	Description	Location	Status
3/8/2014	HOP 18-03	Susan Tedrow	Real Estate Services	12168 Mount Vernon	Approved

Signs

Date Submitted	Case No.	Applicant	Description	Location	Status
2/28/2018	TEMP SGN 18-03	Vai Alfonso	Real Estate Signs	Newport Beach	Approved
2/23/2018	TEMP SGN 18-02	Rideaux Group	Real Estate Signs	Colton	Approved
2/16/2018	SGN 18-03	Paul Borne	HajocaSigns	22070 Commerce Way	Approved
2/5/2018	SGN 18-02	Quiel Signs	Hajoca Sign	22070 Commerce Way	Approved

Development Advisory Board (DAB)

The Development Advisory Board is made up of the Planning and Development Services Director, Consultant Building Official, Public Works Director, Fire Marshal's Office, the RHWCO Superintendent, and Colton Wastewater. The DAB meets to review conceptual plans for various projects and new development applications, and is conducted free of charge.

DAB					
Submitted	Case No.	Applicant	Description	Location	Status
3/6/2018	DAB 18-03	Joab Jerome	SFR and 2 nd Unit	11832, 11834 Burns Avenue	Met on 3/28/18 Deemed incomplete 3/30/18
3/15/2018	DAB 18-02	Jeffrey McConnell	Proposed Farm and commercial sales	21718 Vivienda Avenue	Met on 3/28/18. Summary letter provided 4/13/18.
3/20/2018	DAB 18-03	Indian Health	Healing Garden and Parking lot expansion	11980 Mount Vernon	Met on 3/20/18.

Planning Commission

The Planning Commission reviews new construction, subdivisions, variances and conditional use permits. They also make recommendations on zone changes, zoning code amendments, and general plan changes.

Planning Commission meeting on March 1, 2018:

- Adopted a resolution determining General Plan conformity pursuant to Government Code Section 65402 for the proposed sale of Housing Authority property located at 11695 Canal Street.
- Conducted a hearing on Zoning Code Amendment 17-04 amending certain chapters of the Zoning Code pertaining to outdoor uses and storage in the CM, MR and M2 zone districts.

Planning Commission special meeting on March 22, 2018:

- Adopted a Resolution recommending City Council adoption of Zoning Code Amendment 17-04 amending chapters of the Zoning Code pertaining to outdoor uses and storage in the CM, MR and M2 zone districts.

Projects in Plan Check or Under Construction

Projects in Plan Check or Under Construction					
Date Submitted	Case No.	Applicant	Description	Location	Status
8/17/2016	SA 14-07-A1 E 14-04-A1	Joab Jerome	New Residence APN: 0275-282-20	11838 Burns Avenue	1st Grading Plan check completed 3/14/2018
5/5/2016	SA 16-02 TPM 16-02 E 16-06	Habitat for Humanity	Subdivision, two parcels and two one-story homes	12569 Michigan Street	Final plans approved on 6/8/17
4/14/2016	SA 16-01 V 16-01 TTM 16-01 E 16-05	Aegis Builders Darryl Moore	Planned residential development – 17 lots and 17 to-story housing units	22404 Van Burren	Under Construction
7/13/2015	SA 05-19-A1	Capital Pacific	Revisions to SA 05-19	11830 Mount Vernon Ave.	26 of 35 homes completed

Grants

Planning and Development Services Department is currently implementing an Active Transportation Program Cycle 2 grant for the preparation of the City's first ever Active Transportation Plan.

The City was not awarded Urban Greening Grant Funding in Round 1. Evan Brooks Associates was contracted to submit for Urban Greening Grant Round 2 Funding. On March 27, 2018, the City Council authorized the submittal and acceptance, if awarded, of the grant.

A Habitat Conservation Fund grant application was submitted on October 1, 2017, for the construction of the Blue Mountain Trail Head and Trail connecting to Blue Mountain Road. A site visit was conducted in November 2017.

A CAL FIRE Urban & Community Forestry Program Grant concept proposal was submitted on February 26, 2018, to improve the median on La Cadeña Avenue utilizing trees and shrubs that reduce GHG emissions and incorporating bioswales. The grant amount is \$658,000. If accepted, a formal application will be submitted.

Grant	Status	Grant Amount
Active Transportation Plan	Consultant preparing document Draft anticipated in May 2018	\$295,000
Urban Greening Grant – Connection to Santa Ana River Trail	Site visit by California Natural Resources Agency. Not Awarded.	\$2.4 Million
Blue Mountain Trailhead and Trail Grant	Submitted on October 1, 2017. Site visit completed in November 2017.	\$520,000
CAL FIRE Urban & Community Forestry Program Grant	Concept proposal submitted on February 26, 2018. If accepted, a full application will be submitted.	\$658,000

Housing Successor Agency

The Housing Successor Agency has a current balance of approximately \$12,000.00. Each year \$50,000 is received from the Successor Agency.

The Housing Successor Agency holds the following interests:

Property	Description
22293 Barton Road	Vacant 1.42-acre commercial property.
22317 Barton Road	Vacant 1.43-acre commercial property.
11695 Canal Street	Vacant 0.80-acre property, designated R3-20.
12569 Michigan Street	Vacant 0.50-acre property owned by Habitat for Humanity San Bernardino Area. The Housing Successor Agency holds covenants on the property for two low income residents. Habitat required to perform by June 30, 2018.

Emergency Operations Committee

The EOC meets the first Tuesday of every month. Staff is working with EOC to reinstate the City of Grand Terrace CERT Program.

A Regular meeting was held on Tuesday, March 6, 2018, the items included approval of agenda and minutes, summarize CERT training and Blue Mountain Walk event, CERT Organization and Budget for radio batteries.

BUILDING AND SAFETY DIVISION

Building and Safety and Planning Core Services

- Permit New Businesses
- Permit Alterations to Existing Uses
- Zoning Code & General Plan Administration
- RDA Dissolution
- Planning Commission
- Building Permit Issuance
- Building Plans Review & Inspections

The Building and Safety Division is budgeted for one full time Permit Technician, one part-time Building Inspector, and one part-time Building Official. The Building Official position is currently being filled through a contract with Interwest Consulting Group, and constitutes up to 12 service hours.

Additionally, the Department budgets for plan checking and inspection services. The cost of these services is offset through the collection of fees and deposits.

Activity Summary for Building and Safety

Building Permit Activity includes 20 permits issued in March. Year to date a total of 299 permits have been issued with a total revenue of \$115,017.16.

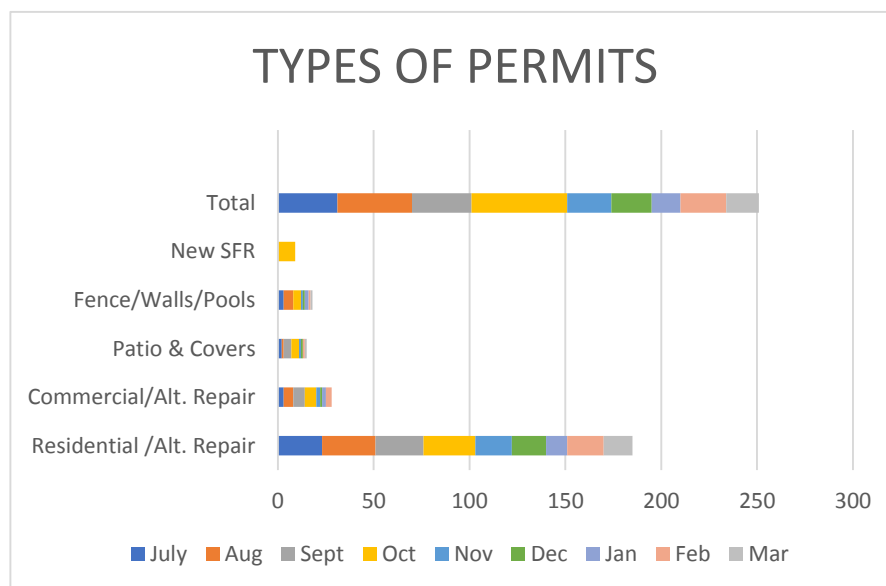
Building Permit Activity						
	January	February	March	April	May	June
Applications received	36	40	36			
Permits issued	22	35	20			
Permits finalized	37	13	20			
Business occupancies issued	1	1	2			
Expired permits	10	8	4			
Total monthly revenue	\$10,933.26	\$11,088.20	\$3,318.55			

Building Permit Activity						
	July	August	September	October	November	December
Applications received	38	42	48	44	33	36
Permits issued	36	40	38	50	32	26
Permits finalized	22	15	24	27	28	23
Business occupancies issued	4	1	2	1	5	2
Expired permits	5	5	2	5	10	4
Total monthly revenue	\$11,193.48	\$7,307.09	\$8,139.43	\$32,938.15*	\$6,908.77	\$23,190.23

* Amount reduced from \$177,419.93 to \$32,938.15 since only building permit fees are reflected, not impact fees as previously shown.

Permits Issued

Type of permits	Number Issued								
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Residential Alteration/Repair	23	28	25	27	19	18	11	19	15
Commercial Alteration/Repair	3	5	6	6	2	1	2	3	0
Patio & Covers	2	1	4	4	1	1	0	1	1
Fence/Walls/Pool	3	5	0	4	1	1	2	1	1
New SFR	0	0	0	9	0	0	0	0	0
Total	31	39	31	50	23	21	15	24	17



Major Building Activity

For March 2018, a total number of five plans were submitted with all of them reviewed and permitted over the counter. Of the five, three roof top solar plans, one sign plan, and one patio cover permit. No major plans were submitted for the month of March. Major plans constitute residential room additions, new single-family residences, new commercial buildings, tenant improvements, on-site grading, and remodels.

Permit #	Description/Location	Status
B00-002-177	12569 Michigan St. New SFR Habitat Project	Plans approved 09/26/2016. Extensions to 01/18/18.
B00-002-178	12579 Michigan St. New SFR Habitat Project	Plans approved 09/26/2016. Extensions to 01/18/18.
GR0-000-041	12569/12579 Michigan St. Precise Grading for New SFR Habitat Project for lots 1 & 2	Under Construction Grading permit issued 10/27/2017
B00-001-923	11830 Mt. Vernon Ave. New 35 SFR Greenbrier Project – Last 6 lots remaining	Under Construction (Final Phase) 27 Total Lots Finaled
B00-002-375 & B00-002-377 thru B00-002-392	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project	B&S has approved plans.
GR0-000-039	Tract 18604 (12382 – 12482 Tesoro Ct.) Precise grading and retaining wall for 17 new SFR Aegis Project	Under Construction Footings for retaining wall approved 02/23/18
PW0-000-566	Parcel Map 16945 – Street Improvement for lateral connections (Boyes and Son Construction)	In Plan Check Corrections picked up by applicant on 4/16/18

GR0-000-045	Rough grading for (3) lots (Boyes and Son Construction)	In Plan Check Corrections picked up by applicant on 4/16/18
B00-002-757	12040 La Crosse Ave. – New 70' Cell Tower for SBCTA	Plans approved 04/05/18. Fire Department clearance needed.
B00-002-773	22491 De Berry St. – Tenant Improvement to Club House (The Heights)	Plans Approved 4/09/18.
PW0-000-565	Barton (Bridge) Interchange	Under Construction
B00-002-785	23315 Palm Ave. – New SFR Yacoub Farsakh	House Plans approved 04/18/18. Grading Plan needs to be approved
GR0-000-048	23315 Palm Ave. – Precise Grading for New SFR Yacoub Farsakh	In Plan Check 2 nd resubmittal received 04/30/18.
TM0-000-002	Tract 18071 – Plan review for Karger Homes Tract Map	Tract Map Approved as to form 04/18/2018.
PW0-000-568	11838 Burns Ave. – Street Improvement Plan for Joab Jerome	In Plan Check Corrections picked up by Applicant 03/19/18
GR0-000-047	11838 & 11832 Burns Ave. – On-site grading for Joab Jerome	In Plan Check Corrections issued, picked up by Applicant 03/19/18
B00-002-700	21971 De Berry St. – Construct (N) 8' x 263' block wall and motorized gate for storage facility (A – Storage Place)	Under Construction Last inspection: 01/25/18 – Passed inspection
B00-002-721	12700 Taylor St. – Southern California Edison Highgrove Substation. Construct (N) wall and fence. On-site grading.	Plan review approved 03/29/18. Ready to issue.

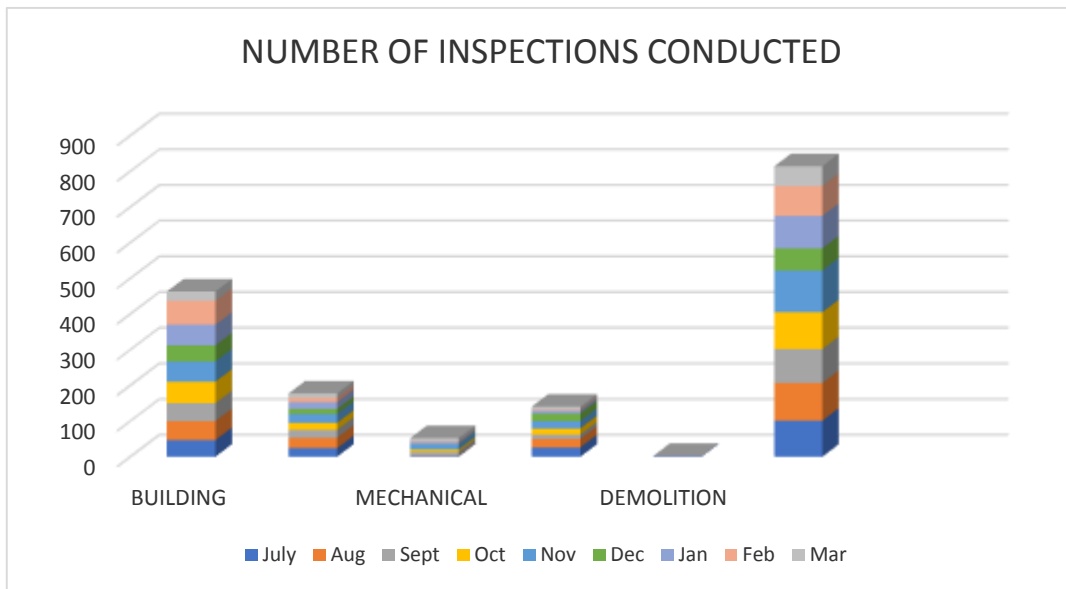
Inspections

Type of Inspection	# of Inspections Conducted								
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Building	47	53	50	60	57	45	58	67	26
Electrical	24	29	22	20	25	14	19	12	12
Mechanical	2	1	11	6	14	1	6	2	9
Plumbing	26	24	12	17	21	2	8	3	8
Demolition	2	0	0	0	0	0	0	0	0
Total	101	106	95	103	117	62	91	84	55

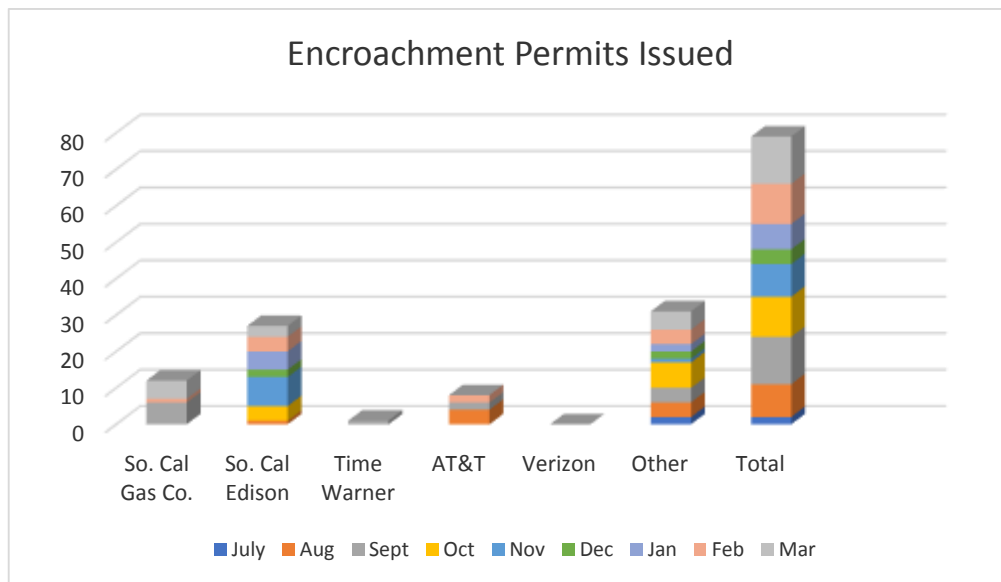
*20 Final Building Inspections performed for the month of March 2018

Certificate of Occupancies were issued for the following businesses:

- Kaz Ramen located at 22409 Barton Road
- Top Products International Inc. Suites located at 21935 Van Buren Street
- California Connection Co. & Impex Aire Inc. located at 12210 Michigan Street



Public Works Encroachment Permits



Applicant	Number of Public Works Permits Issued								
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
So. Cal Gas Co.	0	0	6	0	0	0	0	1	5
So. Cal. Edison	0	1	0	4	8	2	5	4	3
Time Warner	0	0	1	0	0	0	0	0	0
AT&T	0	4	2	0	0	0	0	2	0
Verizon	0	0	0	0	0	0	0	0	0
Other**	2	4	4	7	1	2	2	4	5
Total	2	9	13	11	9	4	7	11	13

** "Other" represents applicants not listed on table above or property owners who obtained an encroachment permit.

CODE ENFORCEMENT DIVISION

Code Enforcement Core Services

- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

Code Enforcement Activities

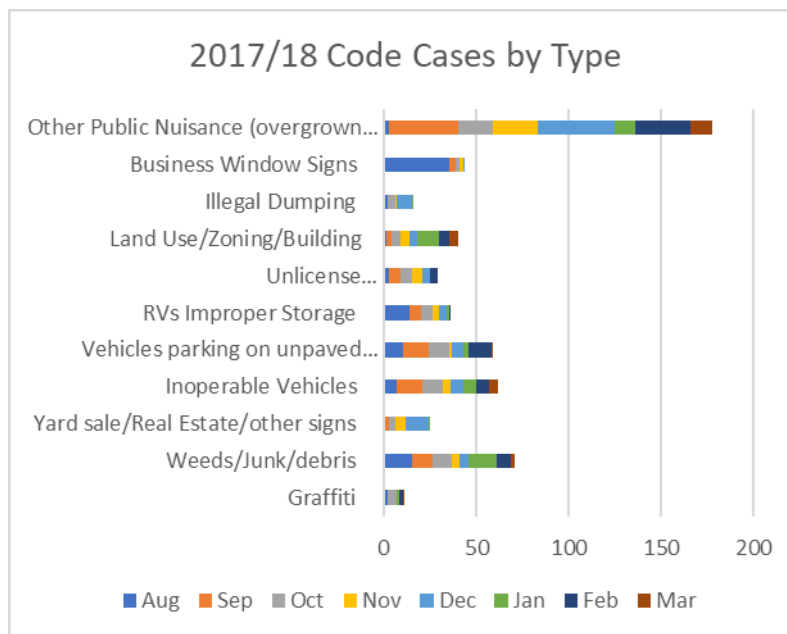
The Code Enforcement Division is budgeted for one full time Code Officer, a part time Code Specialist and a one full-time Office Specialist. In March the full-time Code Officer position became vacant, and the Office Specialist position was filled. For the Month of March 135 service hours were provided.

The City is divided into seven zones, including commercial centers, and Officers inspect the zones on a continual rotating basis over a two-week period. A set route is driven each morning and at the end of the day on Friday, Saturday and Sunday in addition to the Zones. The route includes Mount Vernon Avenue, Main Street, Michigan Street, Barton Road, Preston Street, Palm Avenue, Observation Drive and Van Buren.

Activity Summary for Code Enforcement

Code Enforcement opened the month with 31 cases and opened another 8 cases. Fourteen cases were closed, and the month ended with 25 open cases.

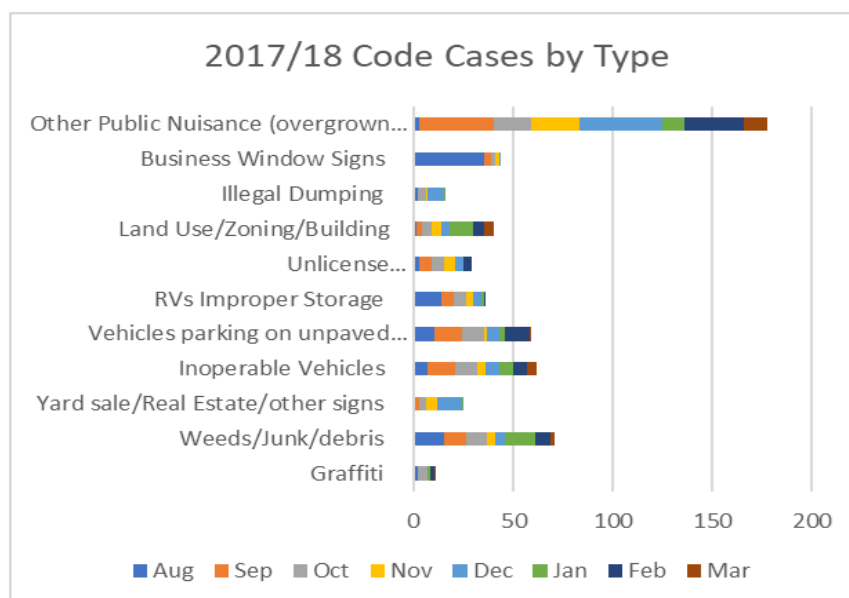
The chart and table on the following page demonstrate the monthly totals of cases by violation type for this fiscal year.



Case by Type	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Graffiti	2	2	0	5	0	0	1	2	1
Weeds/Junk/debris	15	15	11	11	4	5	15	8	2
Yard sale/Real Estate/other signs	0	0	3	3	6	12	1	0	0
Inoperable Vehicles	7	7	14	11	4	7	7	7	5
Vehicles parking on unpaved surface	10	10	14	11	2	6	3	12	1
RVs Improper Storage	14	14	6	6	4	4	1	1	0
Unlicense businesses/HOPs/violations	3	3	6	6	6	4	0	4	0
Land Use/Zoning/Building	1	1	3	5	5	4	12	5	5
Illegal Dumping	2	2	0	4	1	8	1	0	0
Business Window Signs	35	35	4	2	2	1	0	0	0
Other Public Nuisance (overgrown veg. items in ROW, excess RVs)	3	3	37	19	24	42	11	30	12

Weekend Code Enforcement Activities

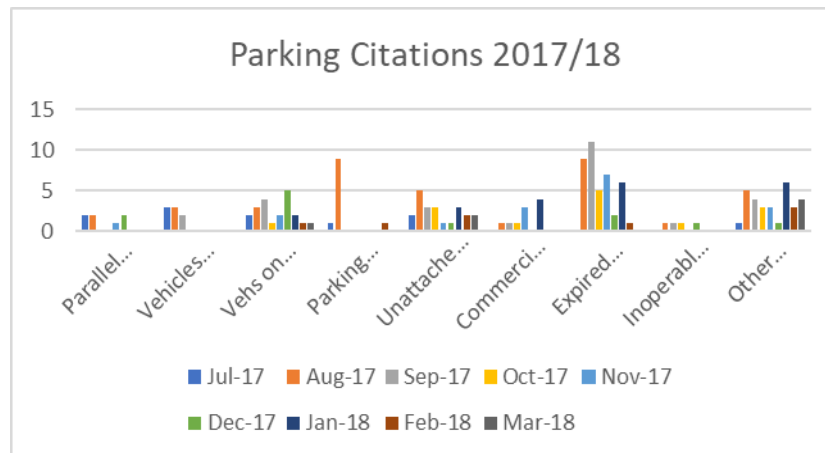
The Weekend Code Enforcement Specialist patrols on Thursdays, Saturdays and Sundays. The Weekend Code Enforcement Specialist conducts zone inspections and scheduled re-inspections on the fourth and fifth Thursdays (when occurring) each month. In March 17 cases were handled, not including yard sale and real estate signs. The chart and table below demonstrate weekend code enforcement activities by type for this fiscal year.



Case by Type	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Graffiti	2	2	0	5	0	0	1	2	1
Weeds/Junk/debris	15	15	11	11	4	5	15	8	6
Yard sale/Real Estate/other signs	0	0	3	3	6	12	1	0	0
Inoperable Vehicles	7	7	14	11	4	7	7	7	2
Vehicles parking on unpaved surface	10	10	14	11	2	6	3	12	2
RVs Improper Storage	14	14	6	6	4	4	1	1	0
Unlicensed businesses/HOPs/violations	3	3	6	6	6	4	0	4	9
Land Use/Zoning/Building	1	1	3	5	5	4	12	5	7
Illegal Dumping	2	2	0	4	1	8	1	0	1
Business Window Signs	35	35	4	2	2	1	0	0	0
Other Public Nuisance (overgrown veg. items in ROW, excess RVs)	3	3	37	19	24	42	11	30	4

Parking Citations:

In March 98 parking citations were issued. Most citations issued were related to street sweeping enforcement. Street Sweeping in residential areas occurs on the first, second, and third Thursdays of each month, with Barton Road and Mount Vernon Avenue being swept each week. The citations would generate approximately \$3,967.00 in general fund revenue.



CDBG Project Area:

CDBG funds were granted for enhanced code enforcement activities in the CDBG project area. The CDBG funding totaled approximately \$11,000 and the funds were expended in the first six months of the fiscal year. For the remainder of the fiscal year, daily inspections are no longer required; however, maintenance inspections are required to ensure code compliance.

In March 2018, 16 hours of inspection time was conducted resulting in 50 inspections. These inspections included construction sites, illegal dumping, Grand Terrace Fitness Park, SANBAG prop demo site, and checking for homeless.

Graffiti/Vandalism

There was one instance of graffiti reported for the month.

Rental Inspection Program

There are approximately 372 properties in the Program, consisting of both single-family units and multiple family units (i.e. apartments, duplexes, triplexes, etc.). Properties are inspected annually. In addition, property owners are required to renew and pay fees on an annual basis.

The rental program invoices for 2018 were generated and mailed out on January 12th. Of these properties, 372 properties have paid their 2018 fees.

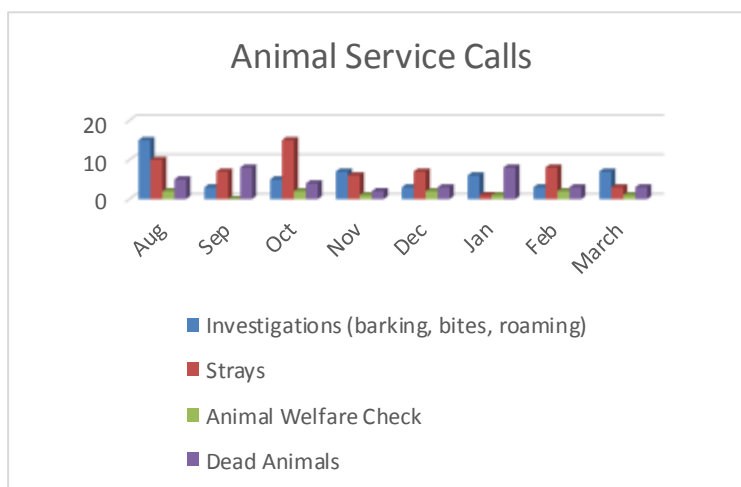
See Click Fix

Seven complaints were received via SeeClickFix. These complaints reported trash containers visible to public, overgrown weeds, and barking dogs. Three of the cases have been resolved.

Animal Control

Animal control services are contracted with the City of San Bernardino. There were 29 hours spent on Grand Terrace calls in March.

Animal Control Services									
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Animal Intakes									
Strays	10	7	11	4	1	25	9	8	3
Owner Relinquished	2	6	0	5	3	2	1	7	2
Total	12	13	11	9	4	27	10	15	5
Animal Disposition									
Adopted	6	14	4	3	5	8	15	7	9
Returned to Owner	0	1	2	1	1	2	0	2	1
Euthanized	9	2	3	4	2	4	5	1	0
Other	2	1	0	1	0	2	2	0	0
Total	17	18	9	9	8	16	22	10	10



Animal Service Calls	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March
Investigations (barking, bites, roaming)	12	15	3	5	7	3	6	3	7
Strays	7	10	7	15	6	7	1	8	3
Animal Welfare Check	2	2	0	2	1	2	1	2	1
Dead Animals	6	5	8	4	2	3	8	3	3

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Public Works

- Engineering
 - NPDES
- Storm Drain Maintenance
- Facilities Maintenance
 - Parks Maintenance
- Senior Bus Program

DATE: May 16, 2018

TO: G. Harold Duffey, City Manager
City Manager's Office

FROM: Alan French, Public Works Department Director

SUBJECT: March 2018-MONTHLY REPORT –PUBLIC WORKS DEPARTMENT

This monthly report is presented to the City Manager to keep him informed of the activities within the Public Works Maintenance Department.

Engineering Division

The Engineering Division is responsible for managing the City's Capital Improvement Program (CIP). This includes for the administration, planning, programming, design, construction management, and construction of capital projects throughout the City. Grant funding (when available) are sought after to supplement project funding. The following table summarizes the current projects, status and associated funding source(s).

Project Name	Funds	Status	Fund Source(s)
Barton Bridge Replacement Project	\$ 3,500,000	In Preliminary Design	Fed, State, City
Commerce Way Extension	\$ 3,500,000	In Final Design	State, City
CIP Year 2 Street Slurry/Resurfacing	\$760,000	Bid Documents ready to publish	State, Recycle Grant, City
Dog Park	\$350,000	Constructed, plant establishment up to May 23	Park Fees, State, City

TOTALS: \$8,110,000

6am – 6:45am: Check vehicles, fluids, tires, etc.

City Hall: Change/Empty Trash Cans, restock bathrooms / Change Light Bulbs

6:50am – 6:55am: Maintenance Office, discuss daily tasks with Ruben

7:00am: Open Parks per City ordinance

1st Thursday – blow Honey Hill for sweeper

4th Thursday – blow parking lots at City Hall and parks for sweeper

7:10am - 8:30am: Clean Parks (pick up trash, empty trash cans, inspect playground, rake wood chips, blow sidewalk, track and tennis courts; clean/wash restrooms, restock toilet paper, paper towels and soap; unclog toilets, remove graffiti – during soccer and baseball seasons the parks take longer to clean)

*Sometimes, due to winds and rain – debris or trees fall in the parkway

*Also need to break down community room before City Hall opens / before Tiny Tots Program

Monday/Thursday – Empty trash cans at kiosk/bike stations

10:00am – 12:00pm: Work Schedule (Address See Click Fix work orders, irrigation issues such as sprinkler and valve repairs/mow and weed eating/fertilizing park fields – seasonal, pothole repairs, office repairs at City Hall, graffiti abatement, etc.)

12:00pm – 12:30pm: Lunch

12:30pm – 2:30pm Work Schedule (Address See Click Fix work orders, irrigation issues such as sprinkler and valve repairs/mow and weed eating/fertilizing park fields – seasonal, pothole repairs, office repairs at City Hall, graffiti abatement, etc.)

*Tuesday/Thursday: 2 crew members clean Council Chambers for Council meetings, empty trash, clean public restrooms, vacuum

*Set-up Community Room for special events or meetings

*Manage Work Release: 7:00am to 12:00pm

12:00pm to 12:30pm lunch

12:30pm to 2:30pm

Public Works - Maintenance

Public Works Maintenance Core Services

- Street Maintenance
- Park Maintenance
- Storm Drain Maintenance
- Facilities Maintenance

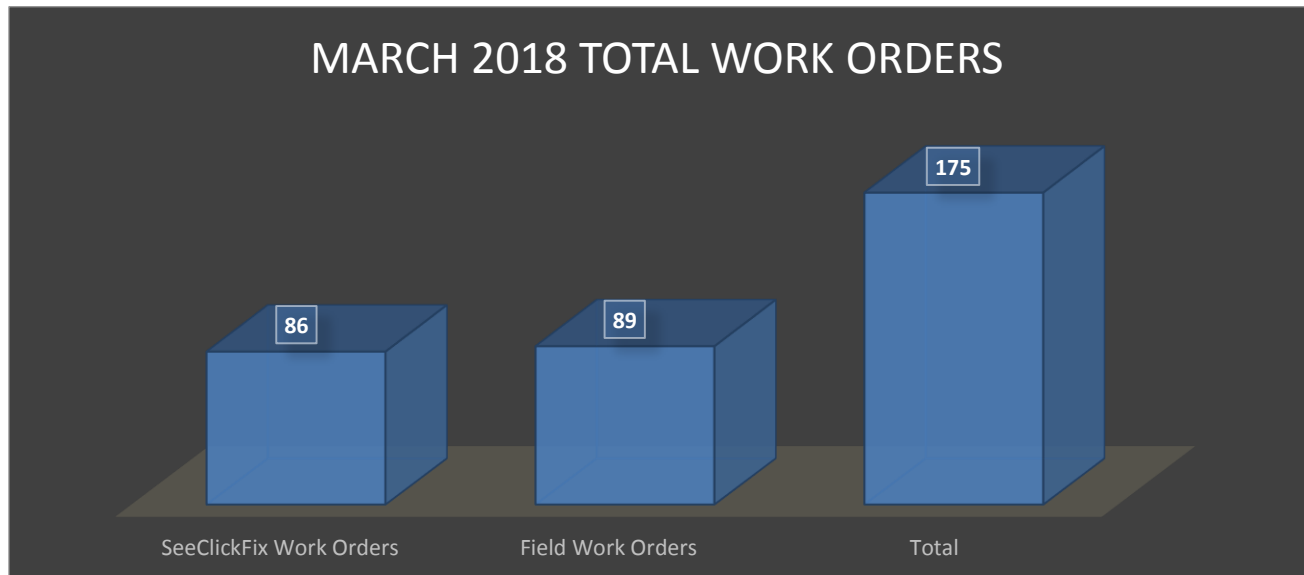
Staffing Levels

			Weekday Hours		Weekend hours		After hours & Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	4	685	659	28	63	2
Office	2	2	346	339	0	6.5	0
Total	6	6	1031	998	28	69.5	2

*Due to 40 hour work week, these are not compensated overtime hours. Extra hours and call outs constitute emergency call outs, or hours worked over 8 hours in a weekday.

Work Release Hours

Maintenance was supplemented by 56 work releases hours during the month of February.

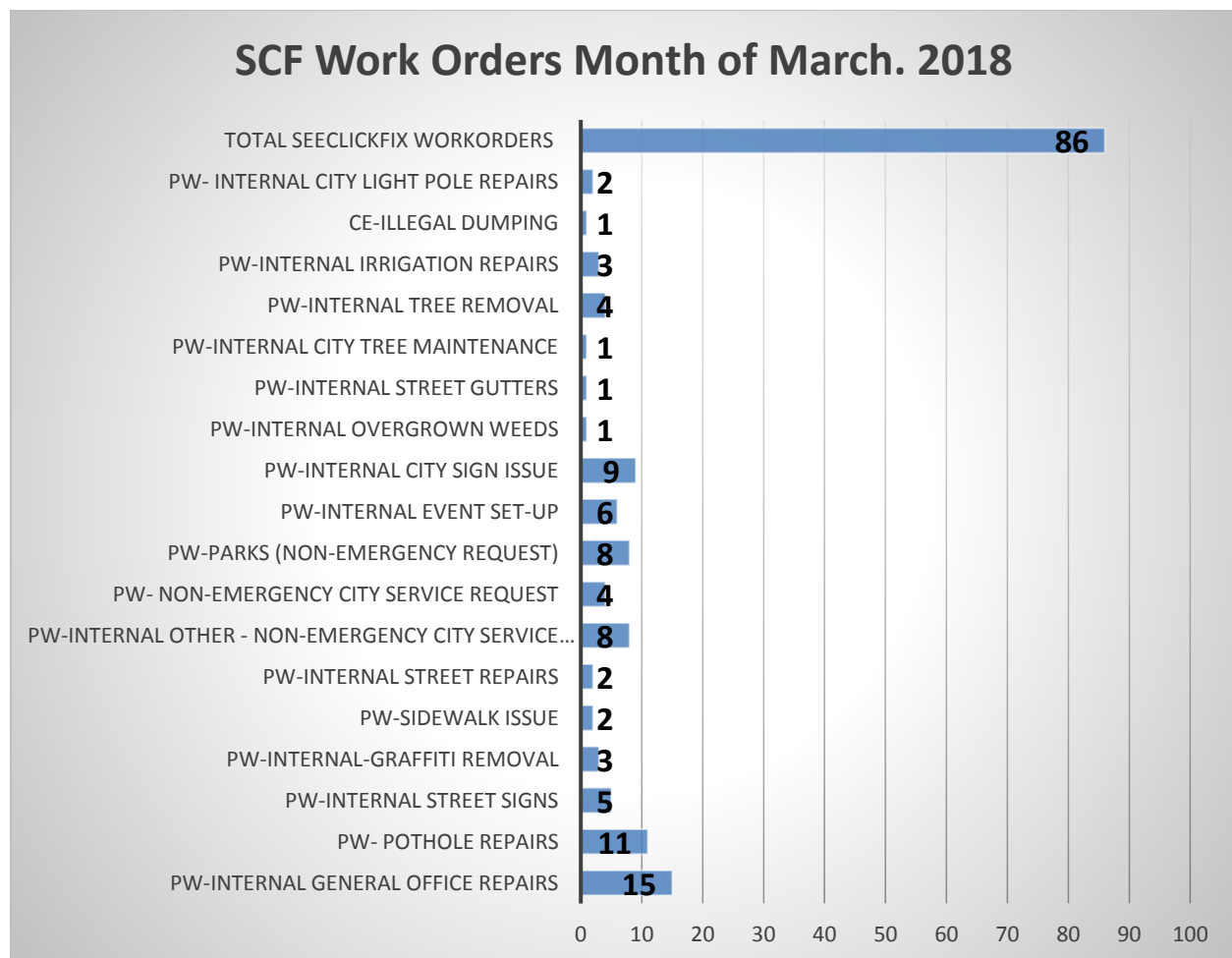




CITY OF GRAND TERRACE SEECCLICKFIX MONTHLY STATS

MARCH 2018			
	WORK ORDERS RECEIVED IN MARCH	WORK ORDERS COMPLETED IN MARCH	WORK ORDERS ROLL OVER TO APRIL
SEECCLICKFIX WORK ORDERS ONLY	86	129	16
Work Orders Rollover from previous month	<u>59</u>		
TOTAL	<u>145</u>		

SeeClickFix Work Orders Breakdown



Total of _86_ SeeClickFix work orders entered for the month of MARCH 2018.

Details of SeeClickFix work orders for the month of MARCH 2018

	Opened	Completed	Category	Address	Description
<u>1</u>	3/1/2018	3/8/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Repair ceiling panels in the server room.
<u>2</u>	3/2/2018	3/5/2018	PW-INTERNAL Other - Non- Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Please power wash shelter C & D, thank you.
<u>3</u>	3/2/2018	3/5/2018	PW-INTERNAL Street Signs	22795 Barton Road Grand Terrace, CA	Install no trespassing or private property signs at the end of Deberry/ Palm and Orangewood. Thank you.
<u>4</u>	3/5/2018	3/9/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Parks & Recreation Advisory Committee on the calendar for March 8th at 4:00 p.m.
<u>5</u>	3/5/2018	3/6/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Please wipe down black and blue trash cans in the community room and breakdown they are sticking. Thank you.
<u>6</u>	3/5/2018	3/21/2018	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA	Reserved the room for April 4th from 4 pm to 8 pm. Also, we need to use the entire room. Set up 50 chairs and table for laptop and projector. Thank you.
<u>7</u>	3/5/2018	3/9/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	CERT Training set-up
<u>8</u>	3/5/2018	3/6/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Please place two folding tables inside the lobby area Tuesday morning as Girl Scouts will be using that area for photos, thank you.
<u>9</u>	3/6/2018	3/7/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Please place plastic holder in front of Community Room.
<u>10</u>	3/6/2018	3/7/2018	CE-INTERNAL Illegal Dumping	22795 Barton Road Grand Terrace, CA	Tires dumped on Terrace.

<u>11</u>	3/7/2018	3/14/2018	PW-Parks (Non-Emergency request)	Fitness Park Grand Terrace Road, Grand Terrace, California	The water fountain at the Fitness park is leaking at its base.
<u>12</u>	3/8/2018	3/13/2018	PW-INTERNAL Street repairs	Britton Way Grand Terrace, CA	Please power wash old red paint off curbing along designated areas around child care
<u>13</u>	3/8/2018	3/13/2018	PW-INTERNAL Other - Non-Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Please check and correct if needed the odometer readings in the Prius and check Camry, thank you.
<u>14</u>	3/8/2018	3/14/2018	PW-Pothole Repair	22269-22299 Pico Street Grand Terrace, California	Pico St. between Mt Vernon and Michigan is LUMPY, BUMPY and loaded with POTHOLEs. How many more years are we going to have to endure this? Our poor cars! I'm getting ready to send pictures. Hopefully it allows for more than 1. I could have taken 30 or more.
<u>15</u>	3/9/2018	3/9/2018	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Please install March 24th Hazardous Posters in all Kiosks city wide
<u>16</u>	3/12/2018	3/20/2018	PW-INTERNAL Other - Non-Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Please install skate-stoppers found at Secretary desk. If have any directions please call
<u>17</u>	3/12/2018	3/13/2018	PW-INTERNAL-Graffiti Removal	12111 South Rosedale Avenue Grand Terrace, CA	Please remove graffiti on stop Sign. Thank you.
<u>18</u>	3/12/2018	3/13/2018	PW-INTERNAL City Sign Issue	Cardinal Street Grand Terrace, CA	Please replace faced Stop Sign per resident inquiry. Thank you.
<u>19</u>	3/12/2018	3/13/2018	PW-City Sign Issue	Terrace Avenue Grand Terrace, CA	Please re-install No Dumping Sign
<u>20</u>	3/13/2018	3/14/2018	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Remove batteries from Skip Loader and dump truck.....Purchase new batteries
<u>21</u>	3/13/2018	3/29/2018	PW-City Sign Issue	City Center Court Grand Terrace, CA	Rent core drill and install 6 NO PARKING signs (6) total
<u>22</u>	3/13/2018	3/20/2018	PW-INTERNAL Irrigation Repairs	21950 Pico Street Grand Terrace, CA	Address major valve leak at Pico Park . Try and complete before March 24th

<u>23</u>	3/13/2018	3/20/2018	PW-INTERNAL Irrigation Repairs	Vista Grande Way Grand Terrace, CA	Please remove valves outside dog park
<u>24</u>	3/13/2018	3/26/2018	PW-INTERNAL City Light Pole Repairs	Vista Grande Way Grand Terrace, CA	Please remove pole outside Dog Park
<u>25</u>	3/13/2018	3/14/2018	PW-City Sign Issue	Barton Road Grand Terrace, CA	Barton Road Grand Terrace, CA
<u>26</u>	3/13/2018	3/14/2018	PW-City Sign Issue	South Rosedale Avenue Grand Terrace, CA	Please remove faded stop sign and replace with new one on Palm/Rosedale
<u>27</u>	3/13/2018	3/14/2018	PW-Pothole Repair	South Rosedale Avenue Grand Terrace, CA	Please fill in potholes on Rosedale from Palm to Litton. Might wait till we get hot mix
<u>28</u>	3/14/2018	3/14/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Please repair broken door handle
<u>29</u>	3/14/2018	3/14/2018	PW-Parks (Non- Emergency request)	Grand Terrace CA	Please fill in hole at Rollins Park by playground to prevent water run off
<u>30</u>	3/16/2018	3/30/2018	PW-Pothole Repair	Van Buren Street Grand Terrace, CA	Please fill in pot holes on Van Buren from Michigan to Mt Vernon
<u>31</u>	3/16/2018	3/30/2018	PW-Pothole Repair	Michigan Street Grand Terrace, CA	Please fill in Potholes on Michigan from Barton Road to Main St
<u>32</u>	3/16/2018	3/20/2018	PW-Parks (Non- Emergency request)	Grand Terrace CA	Please power wash shelter B
<u>33</u>	3/17/2018	3/20/2018	PW-Parks (Non- Emergency request)	22747 Raven Way Grand Terrace, CA 92313, USA	The slide is dirty and there is bird feces caked onto bench and steps of playground, the bench has grafitti and the paint is peeling as well as bird poop, the bench just looks rusted with peeling paint
<u>34</u>	3/17/2018	3/20/2018	PW-Street gutters	22805 Robin Way Grand Terrace, California	It seems there is some type of water leak in the middle of the street, spanning 2-3 houses. Appears that water is beginning pool in different spots Along the street.
<u>35</u>	3/19/2018	3/20/2018	PW-INTERNAL Other - Non- Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Please place updated cards in all vehicles. Left in the inbox. Thank you.

<u>36</u>	3/20/2018	3/21/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	AED box received please install
<u>37</u>	3/20/2018	3/29/2018	PW-Pothole Repair	Grand Terrace Road Grand Terrace, CA	Fill in pot holes on GT Road from Barton to Mt Vernon
<u>38</u>	3/20/2018	3/30/2018	PW-Pothole Repair	Pico Street Grand Terrace, CA	Fill in pot holes on Pico St from East of Mt Vernon to Oriole
<u>39</u>	3/20/2018	3/21/2018	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Fill in sand bags in preparation for this weeks rain
<u>40</u>	3/20/2018	3/26/2018	PW-INTERNAL Street Signs	22795 Barton Road Grand Terrace, CA	Our Art Show kiosk posters are available from UpDog. These will replace the Household Hazardous Waste event posters after this weekend.
<u>41</u>	3/20/2018	3/29/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	IT needs cabinets removed from IT room please see Alan for direction and time-frame, thank you.
<u>42</u>	3/21/2018	3/26/2018	PW-INTERNAL Street Signs	22795 Barton Road Grand Terrace, CA	IN-2963 Street sweeper Stickers 4.5" x 2.7 for City of Grand Terrace-Pick up at UpDog
<u>43</u>	3/21/2018	3/26/2018	PW-INTERNAL- Graffiti Removal	Mount Vernon Avenue Grand Terrace, CA	Remove graffiti on bridge on Mt Vernon Hill
<u>44</u>	3/21/2018	3/26/2018	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA	Set-up and clean up No Parking from 6:00 a.m. to 2:00 p.m.
<u>45</u>	3/22/2018	3/29/2018	PW-INTERNAL Other - Non- Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Can you start a work order to remove cameras 1,6,7, and Veteran's freedom park when we have the lift?
<u>46</u>	3/22/2018	3/26/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	South Door Issue: Can you put in a work order for the above door and have them see me about it?
<u>47</u>	3/23/2018	3/26/2018	PW-INTERNAL Pothole Repair	Mount Vernon Avenue Grand Terrace, CA	Eastbound side of Barton second lane next to gas station pothole.

<u>48</u>	3/26/2018	3/27/2018	PW-INTERNAL Pothole Repair	22885 Grand Terrace Road Grand Terrace, CA	Two Potholes in front of the reference are above. Please handle thank you.
<u>49</u>	3/26/2018	3/27/2018	PW-INTERNAL Street Signs	Grand Terrace CA	Richard Rollins Park
<u>50</u>	3/26/2018	3/29/2018	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA	Large table in there and about 5 chairs please. Might need the chamber doors opened for their video cameras.
<u>51</u>	3/27/2018	3/30/2018	PW-INTERNAL Tree Removal	12640 Sandburg Way Grand Terrace, CA	GT resident requested we look at tree as he believes it is lifting the sidewalk. Please inspect and take photographs.
<u>52</u>	3/28/2018	3/29/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Upstairs restroom repairs.
<u>53</u>	3/29/2018	3/29/2018	PW-INTERNAL City Light Pole Repairs	22795 Barton Road Grand Terrace, CA	Please change light bulb in Light pole at Kiosk
<u>54</u>	3/29/2018	3/29/2018	PW-City Sign Issue	Oriole Avenue Grand Terrace, CA	Please replace Stop sign at Oriole / Lark
<u>55</u>	3/29/2018	3/29/2018	PW-City Sign Issue	City Center Court Grand Terrace, CA	Please replace Stop sign at Center City / Mt Vernon
<u>56</u>	3/1/2018	3/8/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Panels in Council Chambers
<u>57</u>	3/2/2018	3/5/2018	PW-INTERNAL Other - Non- Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Please power wash shelter C & D, thank you.
<u>58</u>	3/8/2018		PW-INTERNAL City Tree Maintenance	Mavis Street Grand Terrace, CA	Please have a notice of correction sent to the property owners for the bushes on the north west corner cleared to provide required sight distance. See Alan for any questions.
<u>59</u>	3/9/2018	3/9/2018	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Please install March 24th Hazardous Posters in all Kiosks city wide
<u>60</u>	3/13/2018	4/12/2018	PW-City Sign Issue	Vista Grande Way Grand Terrace, CA	Please install Chevron signs at curve

<u>61</u>	3/13/2018	4/12/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Vista Grande Way Grand Terrace, CA	Install guard rail on Vista Grande Way
<u>62</u>	3/13/2018	4/12/2018	PW-Sidewalk Issue	Vista Grande Way Grand Terrace, CA	please add dirt behind new sidewalk on Vista Grande
<u>63</u>	3/13/2018	3/14/2018	PW-City Sign Issue	Barton Road Grand Terrace, CA	Dig up retail sign on Barton road and move back 10 feet
<u>64</u>	3/15/2018	4/12/2018	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA	Please included the flag in the Community Room when the Parks and Recs Committee meet once a month. Thank you.
<u>65</u>	3/15/2018	4/5/2018	PW-INTERNAL Tree Removal	Pico Street Grand Terrace, CA	Workorder to remove a palm tree on Pico just west of Mt. V. on the north side, just in front of the street sweeping sign?
<u>66</u>	3/16/2018	3/30/2018	PW-Pothole Repair	Van Buren Street Grand Terrace, CA	Please fill in pot holes on Van Buren from Michigan to Mt Vernon
<u>67</u>	3/19/2018	3/20/2018	PW-INTERNAL Other - Non-Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Please place updated ins. cards in all vehicles.
<u>68</u>	3/19/2018	4/18/2018	PW-INTERNAL Overgrown Weeds	11695 Canal Street Grand Terrace, CA	Weed abatement request from SB County Land-use services, stating weeds over four inches. Requesting abatement completed by April 6, 2018.
<u>69</u>	3/20/2018		PW-INTERNAL General Office Repairs	22582 City Center Court Grand Terrace, CA	Fire Station Improvements roof, interior paint and door bell. See Alan for direction, thank you.
<u>70</u>	3/21/2018	3/26/2018	PW-INTERNAL- Graffiti Removal	Mount Vernon Avenue	Remove graffiti on bridge on Mt Vernon Hill
<u>71</u>	3/21/2018	4/3/2018	PW-INTERNAL Tree Removal	22716 Minona Drive Grand Terrace, CA	Resident requesting tree removal because of dead tree please inspect and take photos. Forward to Secretary or attached on SCF photos.
<u>72</u>	3/22/2018	3/26/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	South Door Issue
<u>73</u>	3/22/2018	4/4/2018	PW-INTERNAL Street Signs	22795 Barton Road Grand Terrace, CA	Banner installation and to have it completed by 3-30?

<u>74</u>	3/23/2018	3/26/2018	PW-INTERNAL Pothole Repair	Mount Vernon Avenue Grand Terrace, CA	Eastbound side of Barton second lane next to gas station pothole.
<u>75</u>	3/26/2018	3/29/2018	PW-INTERNAL Event Set-up	22795 Barton Road	40th GT event
<u>76</u>	3/27/2018	3/30/2018	PW-INTERNAL Tree Removal	12640 Sandburg Way Grand Terrace, CA	GT resident requested we look at tree as his landscaper informed him the tree is lifting the sidewalk.
<u>77</u>	3/27/2018	4/2/2018	PW-Parks (Non- Emergency request)	21950 Pico Street	Please power wash shelter at Veterans Freedom Park, thank you.
<u>78</u>	3/27/2018	4/2/2018	PW-Parks (Non- Emergency request)	Grand Terrace CA	Please power wash shelters A, B C & D for reservations this weekend. Thank you.
<u>79</u>	3/27/2018		CE-Non-Emergency	12784 Reed Ave Grand Terrace, California	Trash containers at this house have been left out on the parkway for many months. Please do something about it.
<u>80</u>	3/28/2018	4/2/2018	PW-Parks (Non- Emergency request)	Grand Terrace CA	Please clean restrooms near C & D as they'll be opened and used for Sunday. Thank you.
<u>81</u>	3/29/2018	3/29/2018	PW-City Sign Issue	City Center Court Grand Terrace, CA	Please replace Stop sign at Center City / Mt Vernon
<u>82</u>	3/29/2018	4/3/2018	PW-INTERNAL Street repairs	Vista Grande Way Grand Terrace, CA	Remove wooden stakes in roadway, put the caution tape on the wire fence, and place 6 delineators along the curb.
<u>83</u>	3/29/2018	4/12/2018	PW-Parks (Non- Emergency request)	22795 Barton Road Grand Terrace, CA	There is a water leak at TJ Austin Park, off of Raven that needs attention.
<u>84</u>	3/30/2018	4/4/2018	PW-INTERNAL Street Signs	11950 Honey Hill Drive Grand Terrace, CA	Replace the speed limit sign at 11950 Honey Hill before April 24.
<u>85</u>	3/30/2018	4/3/2018	PW-INTERNAL Pothole Repair	22648 Miriam Way Grand Terrace, CA	GT resident called stating there are many potholes on her street. May you please inspect and take photos, I'll research to check if it's on the slurry/seal list. Thank you.
<u>86</u>	3/30/2018	4/24/2018	PW-INTERNAL Event Set-up	12071 Mount Vernon Avenue Grand Terrace, CA	Weekend of April 21st, we'll need on-call to cover the Community Clean Up event located at the CVS parking lot. Thank you.
<u>87</u>	3/30/2018		PW-INTERNAL General Office Repairs	22795 Barton Road	Please remove items in the copier room and place in the annex building last middle second room in the back.

Park Shelter Reservations in March 2018

Park	Shelter	Date Reserved
Richard Rollins	Shelters C & D	March 3, 2018
Richard Rollins	Shelters A & B	March 10, 2018
Richard Rollins	Shelter B	March 17, 2018
Richard Rollins	Shelters A, C & D	March 31, 2018

Community Room Reservations March 2018

Group	Date Reserved	Time
Child Care Tiny Tots Program	Monday- Friday	7:30-11:00 AM
Women's Republic Club	Once A Month-1 st Tuesdays	6:30-7:30PM
Emergency Operations Committee	Once A Month-1 st Tuesdays	5-6PM
Girl Scouts Troop 1195	Every Thursday	4-5PM
Inland Empire Guild	Once A Month 1 st -Saturday	1-4PM
Citrus Belt Quilters	Once A Moth 2 nd Saturday	9AM-3PM
Overeaters Anonymous	Three Times A Month Saturday	10AM-12PM

March 2018						
<div> <div> March 2018 </div> <div> April 2018 </div> </div>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 25	26	27	28	Mar 1	2	3
WEEK 9				7:30am Child Care: Tiny Tots (Community Room) 4:00pm Girl Scouts Troop 1195	7:30am Child Care: Tiny Tots (Community Room)	8:00am CERT CITY PROGRAM 9:00am Vita Service 10:00am Overeaters Anonymous 1:00pm Inland Empire
4	5 7:30am Child Care: Tiny Tots (Community Room)	6 7:30am Child Care: Tiny Tots (Community Room) 5:00pm EOC Monthly Meeting 6:30pm Republican Woman's Club	7 7:30am Child Care: Tiny Tots (Community Room)	8 7:30am Child Care: Tiny Tots (Community Room) 4:00pm Girl Scouts Troop 1195 4:00pm Parks & Rec Committee	9 7:30am Child Care: Tiny Tots (Community Room)	10 8:00am CERT CITY PROGRAM 9:00am Citrus Belt Quilters 10:00am Overeaters Anonymous
11	12 7:30am Child Care: Tiny Tots (Community Room) 4:00pm Library	13 7:30am Child Care: Tiny Tots (Community Room)	14 7:30am Child Care: Tiny Tots (Community Room)	15 7:30am Child Care: Tiny Tots (Community Room) 4:00pm Girl Scouts Troop 1195	16 7:30am Child Care: Tiny Tots (Community Room)	17 8:00am CERT CITY PROGRAM CERTIFICATION 10:00am Overeaters Anonymous
18	19 7:30am Child Care: Tiny Tots (Community Room)	20 7:30am Child Care: Tiny Tots (Community Room)	21 7:30am Child Care: Tiny Tots (Community Room)	22 7:30am Child Care: Tiny Tots (Community Room) 4:00pm Girl Scouts Troop 1195	23 7:30am Child Care: Tiny Tots (Community Room)	24 10:00am Overeaters Anonymous
25	26 7:30am Child Care: Tiny Tots (Community Room)	27 7:30am Child Care: Tiny Tots (Community Room)	28 7:30am Child Care: Tiny Tots (Community Room)	29 Power Wash Shelter C & D and Open 7:30am Child Care: Tiny Tots (Community Room) 4:00pm Girl Scouts Troop 1195	30 7:30am Child Care: Tiny Tots (Community Room)	31 Carpet Install Senior Center 10:00am Overeaters Anonymous
WEEK 13						

Community Room

1

5/15/2018 3:10 PM

Signal Light Maintenance

Signal lights are maintained and repaired by City contractor, St. Francis. The following signal light maintenance was conducted:

Intersection	Regular Maintenance	Repair
Barton Road/Canal Street	✕	n/a
Barton Rd/Honey Hills Dr	✕	n/a
Barton Rd/Michigan St	✕	n/a
Barton Rd/Mount Vernon Ave	✕	n/a
Barton Rd/Preston St	✕	n/a
Mt. Vernon Ave/De Berry St	✕	n/a
Main St/Michigan St		
Main St/High School entrance		

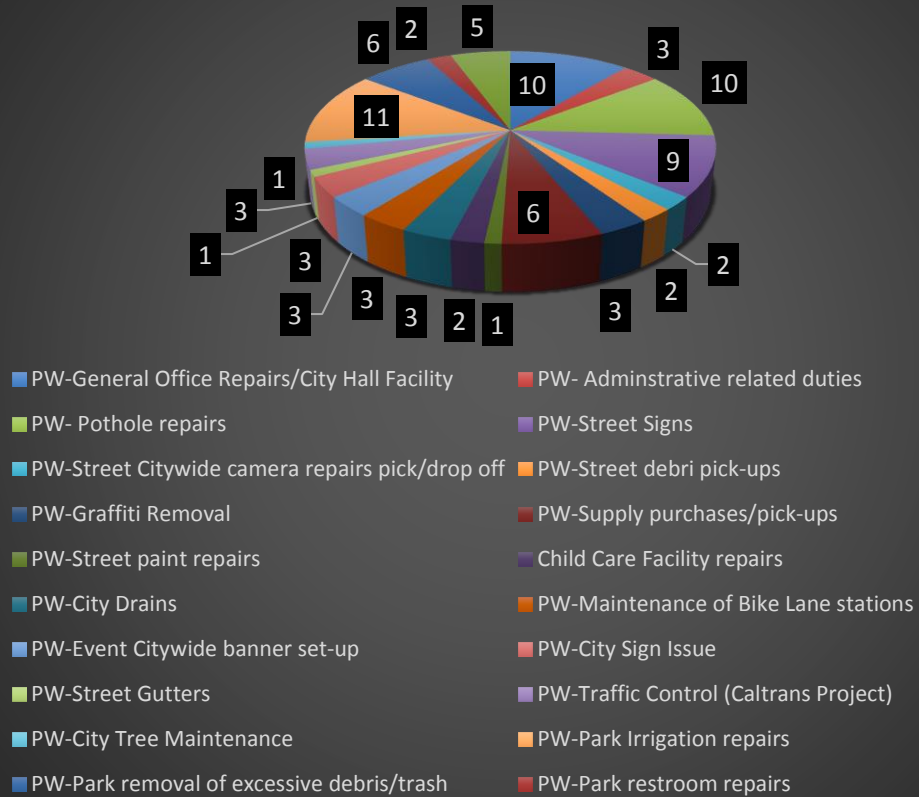
Park Maintenance

Park	Grass mowed	Full service planter maintenance	Gopher service	Restroom service (a.m.)	Trash receptacle service
Richard Rollins Park	Weekly	Once	Once	Daily	M-Fr, S*
Pico Park	Weekly	Once	Once	Daily	M-Fr, S*
TJ Austin Park	Weekly	Once	---	---	M-Fr, S*
Gwen Karger Park	Weekly	Once	---	---	M-Fr, S*
Fitness Park	---	Once (pull weeds)		Daily	M-Fr, S*
Griffin Park				---	

Location	Grass mowed	Full service planter maintenance	Trash service receptacle
Greenbelt	Weekly	Once	
Canal Strip	Weekly	---	
Oriole slope	---	Once	
Orange Grove Parkway	---	Once (pull weeds)	
Civic Center	Weekly	Once	Daily
Bike Stations		Bi-monthly	M & Th

WORK ORDER CAPTURE THROUGH FIELD, STAFF CALLS & EMAILS

W/O Capture through Field, Staff calls, email etc..



Waste Management Services

Burrtec Waste Industries

Waste Generation Report:

- Burrtec releases Waste Generation Reports two months following month of service.
- Year-to-Date (YTD) Summaries are also available

February 2018: Concise Waste Generation Report (Unit of Measure: Tons)

Service Description	Refuse	Recycling	E-Waste	Green-waste	Tin/White	Scrap Metal	Inert	C&D	Comm'l Select / Floor-sort	Total Tonnage Generated	Total Tonnage Generated by Category
Residential	255.11	60.35		132.20						447.66	
Christmas Tree											
Bulky Item	4.48		0.09		0.70					5.27	452.93 Residential
Multi-Family	129.89	7.26		3.93						141.08	141.08 Multi-Family
Commercial	139.75	5.36				0.96			0.06	146.13	
School	44.48	12.79								57.27	203.40 Commercial
Rolloff	49.37						8.00			57.37	57.37 Rolloff
Grand Total	623.08	85.76	0.09	136.13	0.70	0.96	8.00		0.06	854.78	

Missed Pick-Up Report

<u>Date Reported</u>	<u>Address</u>	<u>Description</u>	<u>Date Pick Up Completed</u>
02/13/2018	12740 Garden Ave.	Bin was missed	02/13/18
02/15/2018	12077 Arliss Drive	Recycling was missed	02/16/18
02/19/2018	12767 Royal Ave	90 gallon was missed	02/20/18
02/21/2018	12771 Fremontia Ave	Bins missed – resident has pull out service	02/21/18
02/21/2018	12771 Fremontia Ave	Recycling missed – resident has pull out service	02/21/18
02/23/2018	11691 Mt. Vernon Ave	Recycling missed	02/21/18
02/27/2018	12252 Kingston St	Trash bin missed	02/28/18

Public Works Administration

Contracts, Bids, Reports, Grants, Project Management & Events

Contracts:**Public Works Services for FY 17-18:**

Contractor Name	Service	Contract Amount	Remaining Balance as of March 1, 2018
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$8,296.33
Albert A Webb Associates	Commerce Way Alignment Study	\$12,880	\$410.00
Albert A Webb Associates	All Way Stop Traffic Control	\$3,500	\$3,500
Charles Abbott Associates	Landscape and Lighting Assessment District Annexation Engineering Services	\$10,000.00	\$10,000.00
Clean Street	Street Sweeping Services	\$56,000.00	\$25,666.62
City of Colton Cooperative Agreement with Grand Terrace	Traffic Signal Maintenance for signal on Litton Avenue	N/A	N/A
EZ Sunnyday Landscape	Landscape Maintenance	\$45,430.00	\$13,495.00
Gopher Patrol	Gopher Abatement Services	\$6,512.00	\$4,606.00
Hardy and Harper, Inc	Street Maintenance Services	\$75,000.00	\$43,001.26
Interwest Consulting Group TKE Engineering HR Green	On-Call Public Works Inspection Services	\$40,000.00	\$24,000.00
Interwest Consulting Group	Barton Road / I-215 Interchange Project Management	\$46,000.00	\$42,396.25
Interwest Consulting Group	Commerce Way Extension Real Estate & Engineering Services	\$47,604.00	\$35,959.00
Lynn Merrill	NPDES Services	\$7,000.00	\$3,390.30
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980.00	\$1,270.20
Otis Elevator Company	Elevator Maintenance Service	\$4,272.00	\$0
San Bernardino County Fire Dept – Hazardous Material	Household Hazardous Waste (HHW) Services	\$17,027.96	\$4,256.99
San Bernardino County Land Use Services	Fire and Weed Hazard Abatement Services	\$13,526.00	\$13,526.00
St. Francis Electric, LLC.	Traffic Signal Maintenance Services	\$10,000.00	-\$99.35
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$5,500.00	\$2,733.68
West Coast Arborist	5 Year Tree Maintenance Program	\$38,560.40 (\$192,802: 5-yr term)	\$5,000.00
Western Exterminator Co.	Pest Control Services	\$5,436.00	\$3,017.00
Willdan	Engineering Services	\$7,000 (paid with Developer fees)	N/A (Developer Fee)

	TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2017-18:	\$494,078.36	\$244,425.28 balance
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FY 2017-18 Capital Improvement Project Contracts

Contractor Name	Service	Contract Amount
Clean Cut Landscape	Dog Park Construction	\$373,525.15
No Fault Sport Group	Poured-In-Place Safety Playground Surfacing at Rollins Park	\$109,000.00
Precision Concrete Cutting	Sidewalk Inventory and Grinding Services	\$29,106.00
St. Francis Electric	LED Light Upgrades at Signalized Intersections	\$23,200.00
West Coast Arborists	Tree Planting for FY 17-18	\$15,000.00 for tree planting FY 17-18
	TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2017-18	\$549,831.15

Bids:

- Electric Hybrid Ford F250 Service Truck

Major Reports:

- AQMD Public Fleet Survey
- SCAG Highway Performance Monitoring System (HPMS) Report

Grants:

- MSRC Funding for Clean Transportation Projects
- HSIP – Highway Safety Improvement funding for Mt. Vernon
- Cal Recycle – Rubberized Pavement Grant for FY 2017/18 CIP
- CDBG for FSA Senior Meal Program and Case Management Services, FSA Senior Center Director, and Code Enforcement

Project Management:

- Sidewalk Inventory and Repair
- Playground Pour-In-Place Rubber Surfacing at Rollins Park (project close out)
- Tree Watering / Monitoring of Newly Planted Trees
- Traffic Signal Monitoring for SBCTA Traffic Signal Synchronization Project
- Dog Park Construction

Major Meetings / Events:

- HHW Manager's Meeting @ Loma Linda City Hall (3/1/18)
- SBCTA TTAC Meeting @ SBCTA (3/5/18)
- WCA Work Performance Meeting (3/15/18)
- Risk Management Cross Training (3/16/18)
- HHW Collection Day Event @ City Hall (3/24/18)
- SB Fire & GT Oil Filter Exchange Event @ Auto Zone (3/31/18)

Sheriff's Contract

- Law Enforcement Services



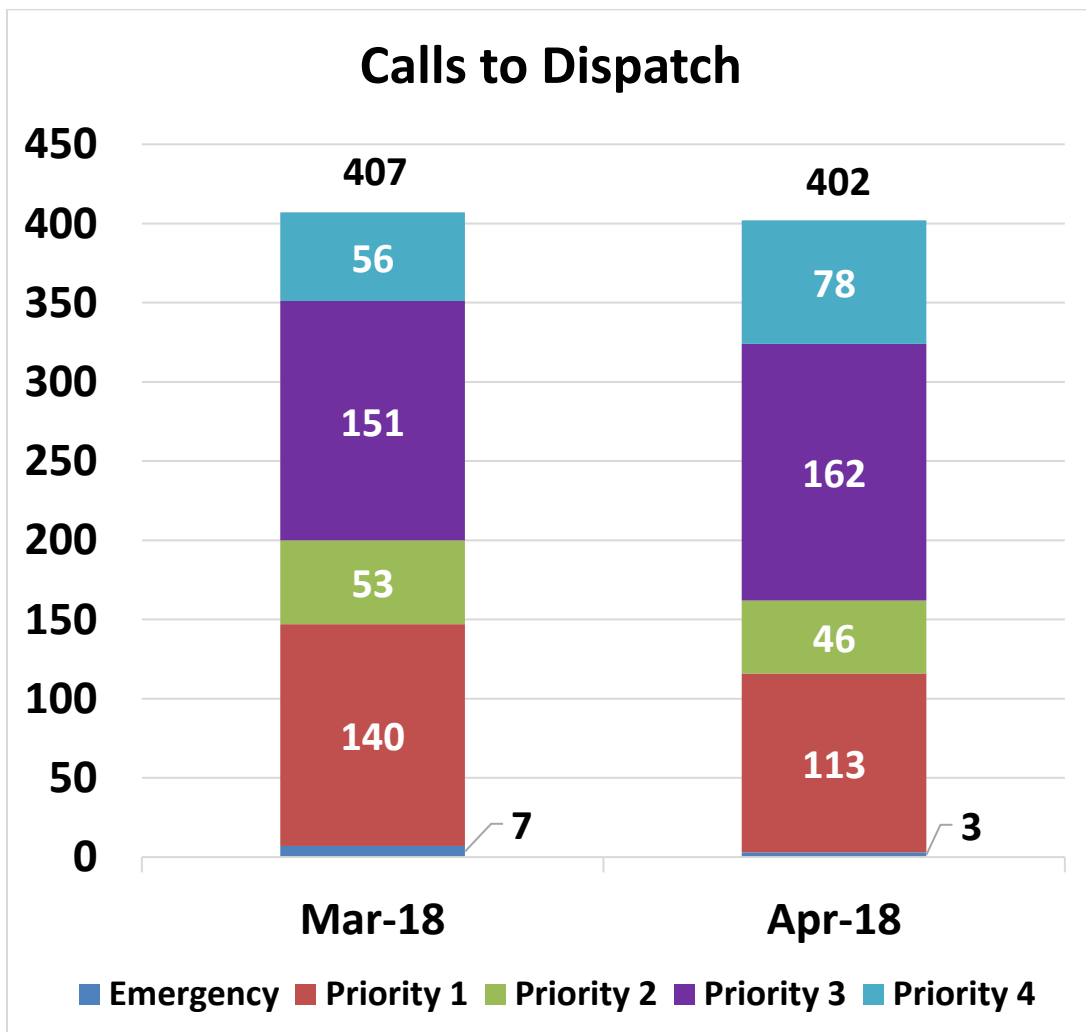


San Bernardino County Sheriff's Department



Services	March 2018	April 2018
Officer Contact and Calls	1,243	1,053

Calls to Dispatch	March 2018	April 2018
Emergency	7	3
Priority 1	140	113
Priority 2	53	46
Priority 3	151	162
Priority 4	56	78
Totals	407	402



San Bernardino County Fire





City of Grand Terrace
Fire Department Responses
03/01/18 – 03/31/18

Call Type	Number of Calls
Commercial Alarm	2
Fire – Structure Fire (Residential)	1
Medical Aids	83
Move Up (Station 23 Coverage)	1
Outside Electrical Incident	3
Residential Alarm	4
Traffic Collision with Injuries	1
Traffic Collision Unknown Injuries	10
Total Calls	105